

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**November 15, 2005**

**7:30 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Flu update to be presented by Fred Rusczek, Health Officer.
4. Manchester Development Corporation quarterly report to the Board.

#### **CONSENT AGENDA**

5. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

#### **Accept BMA Minutes**

- A. Minutes of meetings held on June 7, 2005 (one meeting); July 19, 2005 (four meetings); August 2, 2005 (two meetings); September 6, 2005 (three meetings); and October 4, 2005 (two meetings).  
*(Note: available for viewing at the Office of the City Clerk and forwarded under separate cover to Mayor and Aldermen.)*



**Approve under supervision of the Department of Highways**

- B. PSNH Pole Petition #11-1028 located on Waverly Street;  
PSNH Pole Petition #11-1093 located on Andrew Street;  
Verizon Pole Petition #9AAW17 located on Riverfront Drive; and  
Verizon Pole Petition #9AAXAJ located on Allard Drive and Foundry Street.

**Informational – to be Received and Filed**

- C. Communication from Leo Bernier, City Clerk, advising that the City Clerk's office has requested assistance from Senator Gatsas and the City Solicitor to proceed with legislative action relating to the need for a blanket business registration and the ability of the City to monitor or regulate business activities within the city.
- D. Communication from Kevin Clougherty, Finance Officer, submitting a copy of the official 2005 tax rate notification received from the NH Department of Revenue Administration.
- E. Minutes of the September 27, 2005 meeting of the MTA Commission meeting and the Financial and Ridership Reports for the month of September 2005.
- F. Minutes of the October 19, 2005 meeting of the Mayor's Utility Coordinator Committee.
- G. Communication from Robert MacKenzie, Director of Planning and Community Development, advising that he is a member of the State's YDC Task Force whose primary objective will be to identify future use of both buildings and land that will become excess to the State's needs.
- H. Communication from Gerard Fleury, Executive Director of the Manchester Employee's Contributory Retirement System, advising that the System is seeking sponsorship in the NH Senate for three pieces of legislation in the 2006 session.
- I. Communication from Comcast submitting the third quarter of 2005 franchise fee payment in the amount of \$294,790.17.



- J. Communication from Comcast advising of changes to a small percentage of customers effective December 1, 2005.
- K. Communication from Larry Gammon, President and CEO of Easter Seals expressing their gratitude for the City's contribution of \$3,000.00 to help defray costs associated with recent flooding.

## **REFERRALS TO COMMITTEES**

### **COMMITTEE ON COMMUNITY IMPROVEMENT**

- L. Communication from William Sirak, Chairman of the Manchester Development Corporation, seeking the Board's concurrence of a grant in the amount of \$15,000 from the MDC Restricted Marketing Account to provide new marketing initiatives of the Manchester Economic Development office.

### **COMMITTEE ON FINANCE**

- M. Bond Resolutions:

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Six Hundred Thousand Dollars (\$3,600,000) for the 2006 CIP 711806, CSO Crescent Road Basin Project.”

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Million Three Hundred Thousand Dollars (\$5,300,000) for the 2006 CIP 711906, CSO Poor/Schiller Street Area Project.”

- N. Resolution:

“Amending the FY2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Seventy Five Thousand Dollars (\$175,000) for FY2006 CIP 612506 Energy Efficiency Improvement Project.”



## **REPORTS OF COMMITTEES**

### **COMMITTEE ON JOINT SCHOOL BUILDINGS**

- O.** Advising that they have authorized the Facilities Division to get a cost estimate to clean the bricks in the gymnasium at Memorial High School. (School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)
- P.** Advising that they have authorized the Facilities Division to get a cost estimate to fix the sound attenuation problem at Parkside Middle School. (School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)
- Q.** Advising that they have authorized the replacement of four makeup air units at Highland Goffe's Falls school. (School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

- 6.** Nominations to be presented by Mayor Baines, if available.
- 7.** Confirmation of the nomination of Richard E. Molan to fill the unexpired term of Mark Isenberg, term to expire May 1, 2006.  
**A motion is in order to confirm the nomination as presented.**



8. A motion is in order to recess the regular meeting to allow the Committee on Finance to meet.
9. Mayor Baines calls the meeting back to order.

### **OTHER BUSINESS**

10. Report of the Committee on Finance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
11. Report(s) of the Committee on Human Resources/Insurance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
12. Ordinance: (A motion is in order to read by title only.)  
  
"Amending Sections 33.024, 33.025 & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester."  
  
**This Ordinance having had its second reading by title only, the question is on passing same to be enrolled.**
13. Mayor Baines advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.
14. Mayor Baines calls the meeting back to order.
15. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.  
**Ladies and Gentlemen, what is your pleasure?**



16. Copy of a communication from Alderman Gatsas to City Solicitor and Parks, Recreation and Cemeteries regarding MCAM's use of the JFK facility.

**Ladies and Gentlemen, what is your pleasure?**

17. Communication from City Solicitor Clark enclosing a communication from the State of NH Department of Transportation requesting to purchase city land for the proposed Manchester Airport Access Road.

**Ladies and Gentlemen, what is your pleasure?**

18. Communication from Paul Borek, Manchester Economic Development Director, recommending that the recently vacated Ash Street School be marketed and sold competitively with the proceeds shared by the City of Manchester and Amoskeag Industries in accordance with their respective interest in the property.

**Ladies and Gentlemen, what is your pleasure?**

19. Communication from Robert MacKenzie, Director of Planning and Community Development, informing the Board that there will be a shortage of funding for the Police and Fire Computer Aided Dispatch and Record Management System Program and advising that a contract is anticipated to be submitted at the December 6, 2005 meeting approval of which would bind the City to funding the project in full.

**Ladies and Gentlemen, what is your pleasure?**

20. Ordinance: **(A motion is in order to read by title only.)**

“Amending Sections 33.024, 33.025 & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester.”

**This Ordinance having had its third and final reading by title only, the question is on passing same to be ordained.**



**21. Resolution: (A motion is in order to read by title only.)**

“Amending the FY2006 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of One Hundred Seventy Five Thousand Dollars (\$175,000) for FY2006 CIP 612506 Energy Efficiency Improvement Project.”

**A motion is in order that the Resolution pass and be enrolled.**

**TABLED ITEM**

**A motion is in order to remove the following item from the table for discussion.**

- 22.** Report of the Committee on Community Improvement recommending that the proposed Short Term Municipal/County Cleaner Manchester Project be approved.

(Unanimous vote)

*(Tabled 10/18/2005 pending further information.)*

**23. NEW BUSINESS**

- a) Communications
- b) Aldermen

- 24.** If there is no further business, a motion is in order to adjourn.



## Manchester Development Corporation Strategic Initiatives

CORE SERVICES				
<b>Definition:</b> All issues dealing with the primary functions and services provided by the Manchester Development Corporation.				
<b>Goal:</b> To stimulate economic growth and provide economic development, advice, counsel, and advocacy services for the Mayor and Aldermanic board.				
Objectives	Strategies	Committee Responsible	Timetable	Status/Comment
1. To provide guidance and support to all operations and activities involving economic development.  2. Advocate, support and facilitate an on-going strategic planning process.	<b>1A</b> Assist the Economic Development Director to establish and maintain effective working relationships with the Board of Mayor and Alderman, other city departments, business and community groups, business owners and developers, attorneys, financial institutions, the Chamber of Commerce, state and federal officials, representatives of the media, and the general public.	MDC Board	Ongoing	Facilitated meetings with key individuals to introduce new Economic Development Director to community leaders
	<b>2A</b> With the Mayor and Aldermanic Board, identify specific economic development opportunities. <b>2B</b> Advocate and participate in periodic independent studies, surveys, and research activities to improve the city's overall economic climate. <b>2C</b> Provide funding assistance for economic feasibility and selected planning projects. <b>2D</b> Enlist the support of local colleges and universities to facilitate periodic review of the city's economic climate and development opportunities <b>2E</b> Provide a forum for telecommunications and technology for economic issues.			MDC Chairman participated on Steering Committee for Angelou Economics' Economic Development Strategic Plan and Hillier Architects' Downtown Development Plan;  Provided \$75,000 loan towards same consultant studies.



3. Further establish targeted loan program to help facilitate economic development projects necessary to retain and expand the City's tax base and job market.	3A Assist with the identification of independent and/or new funding sources and program availability.	Investment Committee	Ongoing	MDC Investment Committee reviewing potential projects and funding opportunities
4. Participate, as necessary, in local major capital initiatives to ensure their efficient/effective undertaking to better achieve anticipated short and long term economic benefits.	4A Assign identified projects to selected committees.	Committees to be Determined	TBD	Respond to projects and initiatives in Angelou Economics and Hillier consultant studies as appropriate

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## Manchester Development Corporation Strategic Initiatives

COMMUNICATIONS and ADVOCACY					
<p><b>Definition:</b> All issues dealing with advocacy and communications relating to economic issues, with its members, the mayor and Aldermanic Board, key government and private groups, and the general public.</p> <p><b>Goal:</b> Enhance and promote the Manchester Development Corporation's relationships and position with its members, key government and private organizations, and the general public.</p>					
Objectives	Strategies	Committee Responsible	Timetable	Status/Comment	
1. Participate and advocate for high quality professional marketing efforts on behalf of the City and in cooperation with other governmental, public and private entities.	<p><b>1A</b> Develop and foster regional (intrastate); statewide, regional (interstate) and national and international relationships to advance the City's economic development potential.</p> <p><b>1B</b> Sponsor periodic "think tank" sessions and community events regarding economic development to solicit input into the City's growth planning.</p>	MDC Board	Annually	MDC approves \$15,000 Marketing Grant to MEDO	
2. Effectively communicate with the Board of Mayor and Aldermen.	<p><b>2A</b> Prepare and present an annual MDC report outlining goals, objectives and accomplishments.</p> <p><b>2B</b> Present at BMA meetings progress reports on specific projects</p>	MDC Board	Annually	Report to BMA by MDC Chairman on 11/15/05; quarterly updates to be scheduled	
3. Ensure that key constituencies are informed about the City's economic issues.	<b>3A</b> Provide orientation for economic development issues to: new BMA board members, City department heads, new MDC board members, and newly elected officials both city and states as appropriate.	MDC Board	To be determined	Schedule meetings with new members of the BMA following November election	



4. Encourage coordination regarding economic development activities among local, state and national organizations.	4A Support the Economic Development Director's efforts to coordinate economic development opportunities and activities among other local, state, regional and national organizations.	MDC Board	Ongoing	Improve communication and interaction with NH Business Resource Center and Greater Manchester Chamber through regular attendance at MDC meetings by representatives of these organizations.
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## Manchester Development Corporation Strategic Initiatives

GOVERNANCE				
<b>Definition:</b> All issues dealing with the organizational structure, relationship with the city of Manchester, roles and responsibilities of its board members, staff and vendors.				
<b>Goal:</b> Develop and implement an organizational structure which clearly identifies roles and responsibilities of the officers, board members, contractors and vendors in support of the mission and vision of the Manchester Development Corporation.				
Objectives	Strategies	Committee Responsible	Timetable	Status/Comment
1. Form standing committees to deal with long term economic development issues.	1A Form Infrastructure Committee to address rail services, I-93 corridor, water, sewer, etc.	Infrastructure Committee	To be determined	Strategic Initiates Committee formed to address projects in cooperation with State/Chamber/ So. NH Planning
2. Appoint special projects committees.	2A Appoint committee members for special projects.	MDC Board	Ongoing	Development Process Review Committee created and meeting
3. Ensure continuity and fulfillment of MDC's mission, vision and purpose.	3A Review progress of MDC's strategic plan. 3B Conduct planning retreat every two years to review accomplishments and to reprioritize goals and objectives.	MDC Board	3A Annually 3B Every two years	MDC 2004 Strategic Plan to serve as benchmark for ongoing activities



## Manchester Development Corporation Strategic Initiatives

HUMAN RESOURCE				
<b>Definition:</b> All issues dealing with the identification, recruitment and retention of board members, contractors and vendors necessary to fulfill the mission and vision of the Manchester Development Corporation.				
<b>Goal:</b> Identify, recruit, and retain the best possible board members, contractors and vendors in support of the mission and vision of the Manchester Development Corporation.				
Objectives	Strategies	Committee Responsible	Timetable	Status/Comment
1. Recruit and retain individuals of highest integrity and knowledge to serve on the MDC board and committees.	<b>1A</b> Appoint Search Committee to identify community leaders for membership on the MDC Board. <b>1B</b> Present recommendations to the Mayor <b>1C</b> Appoint former and non-MDC board members to select MDC Committees.	Nominating/ Governance and MDC Board	Ongoing	Identify and develop pool of candidates for MDC membership; Five former and non-MDC members serving on MDC Committees
2. Provide leadership for the identification, recruitment and appointment for the Economic Development Director.	<b>2A</b> Request membership on the Search Committee. <b>2B</b> Participate in the selection of the Economic Development Director. <b>2C</b> Support efforts of the economic development team.	MDC Board	Early 2005	Economic Development Director hired July 11, 2005. Ongoing support and involvement provided by MDC Board.





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Manchester Development Corporation Strategic Initiatives

FISCAL				
<b>Definition:</b> All issues dealing with the financial support of the Manchester Development Corporation.				
<b>Goal:</b> Identify sources of private and public financial support to fulfill the mission and vision of the Manchester Development Corporation.				
Objectives	Strategies	Committee Responsible	Timetable	Status/Comment
1. Ensure financial viability of the MDC.	1A Develop annual budget. 1B identify state, regional and funding sources for economic development. 1C monitor monthly and quarterly financial reports.	MDC Board	Annually	MDC acts as stewards of its funds, using volunteers to maximize effectiveness; Assures prudent investments and monitoring of repayments.



B

CITY OF MANCHESTER, NH  
**PETITION FOR POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO. 1

November 7, 2005

*To the Hon. Board of Mayor and Aldermen  
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

**License one (1) replacement pole, 1208/4-1, locate on Waverly Street in the City of Manchester.**

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE".

Plan No. 11-1028  
Dated: October 13, 2004

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY: Erin Normand  
Erin Normand, Distribution Projects



**CITY OF MANCHESTER, NH**  
**PETITION FOR POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO. 1

October 18, 2005

*To the Hon. Board of Mayor and Aldermen  
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE  
&  
VERIZON NEW ENGLAND, INC.**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

**Re-License one pole, 346/1, located on Andrew St in the City of Manchester.**

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1093  
Dated: August 23, 2005

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY: Erin Normand  
Erin Normand, Distribution Projects

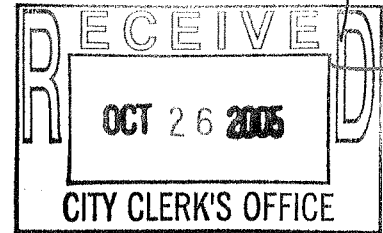
**VERIZON NEW ENGLAND, INC.**

BY: Glenn Mills  
Glenn Mills, Right of Way Department



9AAW17  
POLE LOCATION  
FORM NO. 1

October 14, 2005



In The Board of Mayor and Alderman  
of the City of Manchester, New Hampshire:

**VERIZON NEW ENGLAND INC  
&  
PUBLIC SERVICE OF NEW HAMPSHIRE**

requests a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across and under the following public ways:

**The placing and licensing of 1 new pole (629B/.5) on Riverfront Drive, in the City of Manchester, New Hampshire, as per attached.**

cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with such strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked Verizon New England Inc. and Public Service of New Hampshire.

No: 9AAW17  
Dated: September 1, 2005  
Verizon New England, Inc.

By: [Signature]  
Right-of-Way Department

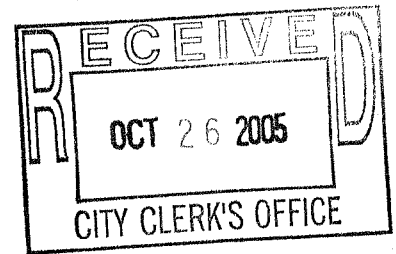
Public Service of New Hampshire

By: [Signature]  
Right-of-Way Department



B  
9AAXAJ  
POLE LOCATION  
FORM NO. 1

October 14, 2005



In The Board of Mayor and Alderman  
of the City of Manchester, New Hampshire:

**VERIZON NEW ENGLAND INC  
&  
PUBLIC SERVICE OF NEW HAMPSHIRE**

requests a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across and under the following public ways:

**The placing and licensing of 14 new poles (7615/1, 2, 2.5, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 13) on the "new" Allard Drive, and 1 replacement pole (761/5) on Foundry Street, in the City of Manchester, New Hampshire, as per attached.**

cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with such strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked Verizon New England Inc. and Public Service of New Hampshire.

No: 9AAXAJ  
Dated: September 9, 2005  
Verizon New England, Inc.

By: [Signature]  
Right-of-Way Department

Public Service of New Hampshire

By: [Signature]  
Right-of-Way Department





# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

November 4, 2005

The Honorable Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Honorable Members:

As some of the Board members may recall this office was involved with restructuring and attempting to establish a universal business licensing/registration process in the early 90's for the City of Manchester. At that time the City Solicitor had indicated that State law would need to be changed to enable the City to regulate or register businesses.

In 1984 the Manchester Management Review team had recommended the institution of a blanket business registration fee. After several years of review by various committees of the Board the City Clerk was directed in 1992 to work with Finance and Mayor Wieczorek's office to address City-wide business licenses. In 1994 the Board of Mayor and Aldermen endorsed the concept of a business license to streamline the process.

As times have changed, the need for a blanket business registration and the ability of the City to monitor or regulate business activities in the City has risen. In response to these needs the City Clerk's office has requested assistance from Senator Gatsas and the City Solicitor to proceed with legislative action to enable the City to move forward. In this regard, we will update the Board as needed.

Sincerely,

Leo R. Bernier  
City Clerk





**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

November 2, 2005

Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Board Members,

Enclosed for your information is a copy of the official 2005 tax rate notification received from the New Hampshire Department of Revenue Administration (DRA). Copies of the notification have been forwarded to the Assessors, Tax Collector and Information Systems departments for preparation for the semi annual tax bills.

Sincerely,

Kevin A. Clougherty  
Finance Officer

Cc: City Solicitor  
Tax Collector  
Assessors  
Information Systems





**City of Manchester**  
**Department of Finance**

City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101  
(603) 624-6460 Phone  
(603) 624-6549 Fax

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## MEMORANDUM

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**Date:** November 1, 2005

**To:** Joan Porter, Tax Collector

Steve Tellier, Tom Nichols, Steve Hamilton, Assessors

Diane Prew, Information Systems

**From:** Joanne L. Shaffer

**RE:** Receipt of Certification from DRA

**CC:** Kevin A. Clougherty

Randy M. Sherman

Maureen Cail

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Attached Certification from DRA and Commitment Verification Form.



# Fax Transmission

DEPARTMENT OF REVENUE ADMINISTRATION  
Municipal Services Division  
PO Box 487  
Concord, NH 03302-0487  
Tele: 271-3397  
Fax: 271-1161

## CONFIDENTIALITY NOTICE

**FACSIMILE DISCLAIMER:** The information or documents included with this facsimile transmittal sheet contain privileged information intended only for the addressee named on the transmittal sheet, or their designated representative. If you are not the addressee, please note that any disclosure, photocopying, distribution or use of the contents of this FAX'D information is strictly prohibited. If you receive this telecopy in error, please notify us.  
Thank You

**Town/City:** MANCHESTER

**To:** Board of Selectmen/City Manager

**Date:** 11/11/05

**Fax#:** () 624-6481

**Pages:** 3

**Tele:** 624-6460

**From:** Municipal Services

**Subject:** 2005 Tax Rate Calculation Sheets and Commitment Verification Form

## COMMENTS:

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Please review these documents carefully

Using the correct valuation effects not only this year's tax rate but also any subsequent calculation involving your equalized value including your state education tax, county tax, some cooperative school apportionments, shared revenues, and more.



**DEPARTMENT OF REVENUE ADMINISTRATION**  
Municipal Services Division  
2005 Tax Rate Calculation

D

*Barbara J. Johnson*  
10/31/05

**TOWN/CITY: MANCHESTER**

Gross Appropriations	187,812,882
Less: Revenues	118,255,628
Less: Shared Revenues	2,293,073
Add: Overlay	766,734
War Service Credits	911,000

Net Town Appropriation	68,941,915
Special Adjustment	0

Approved Town/City Tax Effort	68,941,915
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**TOWN RATE**  
12.91

**SCHOOL PORTION**

Net Local School Budget (Gross Approp. - Revenue)	116,993,787
Regional School Apportionment	0
Less: Equitable Education Grant	(47,007,257)
Less: Additional FY04 Targeted Aid	0
State Education Taxes	(22,787,022)
Approved School(s) Tax Effort	49,199,508

**LOCAL SCHOOL RATE**  
9.21

**STATE EDUCATION TAXES**

Equalized Valuation(no utilities) x	\$2.84	22,787,022
8,023,599,321		
Divide by Local Assessed Valuation (no utilities)		
5,232,618,800		
Excess State Education Taxes to be Remitted to State		
Pay to State →	0	

**STATE SCHOOL RATE**  
4.35

**COUNTY PORTION**

Due to County	10,321,761
Less: Shared Revenues	(213,415)

Approved County Tax Effort	10,108,346
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**COUNTY RATE**  
1.89

**TOTAL RATE**  
28.36

Total Property Taxes Assessed	151,036,791
Less: War Service Credits	(911,000)
Add: Village District Commitment(s)	0
<b>Total Property Tax Commitment</b>	<b>150,125,791</b>

**PROOF OF RATE**

Net Assessed Valuation	Tax Rate	Assessment
State Education Tax (no utilities)	4.35	22,787,022
All Other Taxes	24.01	128,249,769
		151,036,791

**TRC#**  
119

**TRC#**  
119



D

Tax Collector for Town/City of:

**MANCHESTER**

**2005 Tax Commitment Verification**

<b>Commitment Amount</b>	<b>\$150,125,791</b>
<b>1/2% Amount</b>	<b>\$750,629</b>
<b>Acceptable High</b>	<b>\$150,876,420</b>
<b>Acceptable Low</b>	<b>\$149,375,162</b>

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate may not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 271-3397, before you issue the bills.

**I verify the year 2005 commitment amount on my property tax warrant was: \$**

**Tax Collector/Deputy:** \_\_\_\_\_

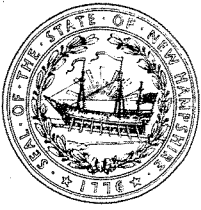
**Signature Required**

**Date:**

**Please fax to : (603) 271-1161**

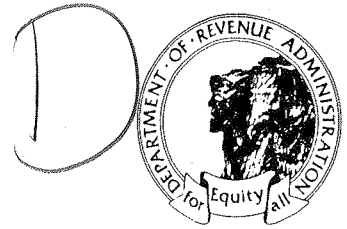
**Or Mail to:** NH Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487





State of New Hampshire  
Department of Revenue Administration

45 Chenell Drive, PO Box 457, Concord, NH 03302-0457  
Telephone (603) 271-2318  
www.revenue.nh.gov



OFFICE OF THE COMMISSIONER

G. Philip Blatsos  
Commissioner

Fall 2005

Dear Governing Body:

Your 2005 tax rate has been computed and established. If your tax rate calculation sheet has an additional line in the school section for FY04 adjusted targeted aid, your school district was partially underpaid for its 2003-2004 targeted aid. This underpayment was a result of an error in the targeted aid calculation where median household income was used rather than median family income. As a result of this error, the State agreed to reimburse the affected districts. All affected school districts should have received their funds in August.

*Before issuing the warrant to the tax collector, please contact your school district(s) and any village district(s) you may have to verify they have not discovered a discrepancy or are dissatisfied with their portion of the accompanying tax rate.*

**The tax collector is required to certify to us the amount of the warrant as committed.** If the tax collector finds a 1/2% discrepancy in the amount of the commitment, they have been instructed by us to return the warrant to the assessors. The MS-1 valuation used to calculate the rate may not have been correct and the rate would need to be recalculated upon our receipt of your corrected MS-1. Using the correct valuation effects not only this year's tax rate but also any subsequent calculation involving your equalized value including your state enhanced education tax, county tax, some cooperative school apportionments, shared revenues, and more.

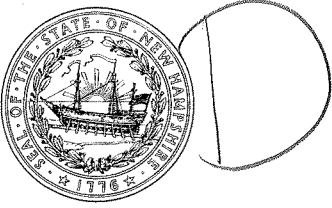
If you are dissatisfied with your tax rate, you have ten (10) days from this notification to request an oral hearing per RSA 21-J:35.

Municipal Services

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Administration Division.





G. Philip Blatsos  
Commissioner

**State of New Hampshire  
Department of Revenue Administration**

57 Regional Drive, PO Box 487, Concord, NH 03302-0487  
Telephone (603) 271-3397  
www.nh.gov/revenue



**MUNICIPAL SERVICES**  
Barbara J. Robinson  
Director  
Donald Borrer  
Assistant Director

**REVISED  
STATEWIDE ENHANCED EDUCATION TAX  
WARRANT  
FOR TAX YEAR 2005**

**Friday, October 28, 2005**

To the Selectmen or Assessors of **MANCHESTER**

**Warrant Amount: \$22,787,022**

In accordance with the provisions of RSA 76:8, you are hereby required to assess the above sum for the 2005 Statewide Enhanced Education Tax. Per RSA 76:3, this amount is based on a uniform rate of \$2.84/1000 of the 2003 equalized valuation without utilities.

**2003 Equalized Valuation Without Utilities: 8,023,599,321**

  
Department of Revenue Administration



**DEPARTMENT OF REVENUE ADMINISTRATION**  
**Municipal Services Division**  
**2005 Tax Rate Calculation**

**TOWN/CITY: MANCHESTER**

Gross Appropriations	187,812,882
Less: Revenues	118,255,628
Less: Shared Revenues	2,293,073
Add: Overlay	766,734
War Service Credits	911,000

*Barbara J. Roberson*  
10/31/05

Net Town Appropriation	68,941,915
Special Adjustment	0

Approved Town/City Tax Effort	68,941,915
-------------------------------	------------

**TOWN RATE**  
**12.91**

**SCHOOL PORTION**

Net Local School Budget (Gross Approp. - Revenue)	118,993,787
Regional School Apportionment	0
Less: Equitable Education Grant	(47,007,257)
Less: Additional FY04 Targeted Aid	0
State Education Taxes	(22,787,022)
Approved School(s) Tax Effort	49,199,508

**LOCAL SCHOOL RATE**  
**9.21**

**STATE EDUCATION TAXES**

Equalized Valuation(no utilities) x	\$2.84
8,023,599,321	22,787,022
Divide by Local Assessed Valuation (no utilities)	
5,232,618,800	
Excess State Education Taxes to be Remitted to State	
Pay to State →	0

**STATE SCHOOL RATE**  
**4.35**

**COUNTY PORTION**

Due to County	10,321,761
Less: Shared Revenues	(213,415)

Approved County Tax Effort	10,108,346
----------------------------	------------

**COUNTY RATE**  
**1.89**

**TOTAL RATE**  
**28.36**

Total Property Taxes Assessed	151,036,791
Less: War Service Credits	(911,000)
Add: Village District Commitment(s)	0
<b>Total Property Tax Commitment</b>	<b>150,125,791</b>

**PROOF OF RATE**

Net Assessed Valuation		Tax Rate	Assessment
State Education Tax (no utilities)	5,232,618,800	4.35	22,787,022
All Other Taxes	5,342,561,400	24.01	128,249,769
			151,036,791

**TRC#**  
**119**

**TRC#**  
**119**



NH Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
(603) 271-3397

TOWN/CITY: MANCHESTER

Auditor's Initials: BA

Date: 10/28/05

**OVERLAY** - Amount Raised for Abatements

RSA 76:6 limits overlay to an amount not to exceed 5% of the net tax commitment for the municipality, its statewide enhanced education amount and local school tax, its share of the county budget, and village district(s), if any. For your municipality, we anticipate that limit will be:

5% Limit \$ 7,553,500 Requested Amount \$ 800,000

**BUDGETARY FUND BALANCE RETENTION**

General guidelines have been established by the financial community regarding the amount of modified accrual budgetary unreserved fund balance to retain. The former recommendations were to retain between 5% and 10% of the municipality's appropriations, plus the statewide enhanced education amount and the local school net tax commitment, plus the county appropriation. The Government Finance Officers Assoc. suggests you retain between 8% and 17%. Based on our best available information, the suggested levels would be:

5% 13,506,059 8% 21,609,694 10% 27,012,117 17% 45,920,599

Your budgetary unreserved fund balance from the MS-5 is: \$ 1,012,395

The amount voted from "surplus" is: \$ 0

The amount used for RSA 32:11 emergency appropriation is: \$ 0

The amount you wish to use to set tax rate: \$ 750,000

The amount you wish to retain is: \$ 262,395

Signature of town/city official:

Thomas C. Nichols

Title of town/city official:

Board of Assessors



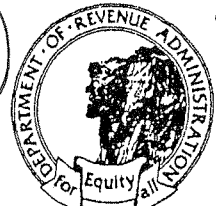


G. Philip Blatsos  
Commissioner

Barbara T. Reid  
Assistant Commissioner

# State of New Hampshire Department of Revenue Administration

57 Regional Drive, PO Box 487, Concord, NH 03302-0487  
Telephone (603) 271-3397  
www.state.nh.us/revenue



COMMUNITY SERVICES  
Robert M. Boley, AAS  
Director

Barbara J. Robinson  
Assistant Director

## TOWN/CITY

MUNICIPALITY MANCHESTER YEAR FY 05/06

In accordance with RSA 21-J:35, the department is notifying you of the following changes in the appropriations and revenues used in computing the tax rate. Changes in state revenue transfers were made to reflect current revenue projections.

FORM	ACCT #	PREVIOUS \$	ADJUSTED \$	CHANGE AMT.	REASON FOR CHANGE
MS4	3351				Shared Revenue
MS4	3352				Meals & Rooms
MS4	3353				Highway Block
MS4	3356				State & Fed. Forest Land
MS4	3354	1,618,574	1,303,480	↓ 315,094	WATER POLLUTION GRANT

Auditor BOB A. Date 10/25/05

Director *Robert M. Boley* Date 10/28/05  
:changes

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Community Services Division.



# REVISED ESTIMATED REVENUES (RSA 21-J:34)

City/Town: Manchester FY: 2006

ACCT.#	SOURCE OF REVENUE	WARR. ART.#	FOR USE BY MUNICIPALITY	RESERVED FOR USE by DRA
<b>TAXES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3120	Land Use Change Tax			
3180	Resident Tax			
3185	Timber Tax			
3186	Payment in Lieu of Taxes = MS-1 ✓		641,470	✓
3189	Other Taxes		99,670	
3190	Interest & Penalties on Delinquent Taxes		635,000	
	Inventory Penalties			
3187	Excavation Tax (\$.02 cents per cu yd)			
<b>LICENSES, PERMITS &amp; FEES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3210	Business Licenses & Permits		493,750	
3220	Motor Vehicle Permit Fees		17,000,000	
3230	Building Permits		2,121,000	
3290	Other Licenses, Permits & Fees		1,836,100	
3311-3319	FROM FEDERAL GOVERNMENT		257,000	
<b>FROM STATE</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3351	Shared Revenues		1,449,224	✓
3352	Meals & Rooms Tax Distribution		3,958,233	✓
3353	Highway Block Grant		1,714,865	(OK)
3354	Water Pollution Grant		<del>1,618,574</del> 1,303,480 ✓	
3355	Housing & Community Development			
3356	State & Federal Forest Land Reimbursement		0	✓
3357	Flood Control Reimbursement		0	✓
3359	Other (Including Railroad Tax) RR = 2330		255,376	
3379	FROM OTHER GOVERNMENTS			
<b>CHARGES FOR SERVICES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3401-3406	Income from Departments		5,791,782	
3409	Other Charges		200	

FOR DRA USE ONLY  
**RECEIVED**

OCT 21 2005

NH DEPT OF REVENUE ADM  
MUNICIPAL FINANCE BUREAU

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL FINANCE BUREAU  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)271-3397

DUE SEPTEMBER 1

MS-4  
Rev. 07/05



# REVISED ESTIMATED REVENUES (RSA 21-J:34)

City/Town: Manchester FY: 2006

ACCT.#	SOURCE OF REVENUE	WARR. ART.#	FOR USE BY MUNICIPALITY	RESERVED FOR USE by DRA
<b>MISCELLANEOUS REVENUES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3501	Sale of Municipal Property			
3502	Interest on Investments		2,250,000	
3503-3509	Other		12,149,492	
<b>INTERFUND OPERATING TRANSFERS IN</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3912	From Special Revenue Funds			
3913	From Capital Projects Funds			
3914	From Enterprise Funds Central Bus. District		230,500	✓
	Sewer - (Offset) EPD		<del>13,565,761</del>	13,880,855
	(Offset) Recreation		3,245,749	✓
	Electric - (Offset) Aggregation		834,682	✓
	Airport - (Offset)		47,057,100	✓
3915	From Capital Reserve Funds			
3916	From Trust & Fiduciary Funds		300,100	
3917	From Conservation Funds			
<b>OTHER FINANCING SOURCES</b>			<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
3934	Proc. from Long Term Bonds & Notes			
<b>SUBTOTAL OF REVENUES</b>			117,505,628	
For Municipal Use	<b>**General Fund Balance**</b>			
1,012,395	Unreserved Fund Balance = MS S		XXXXXXXXXX	XXXXXXXXXX
\$	Less Emergency Approp. (RSA 32:11)		XXXXXXXXXX	XXXXXXXXXX
	Less Voted From "Surplus" →			
(750,000)	Less Fund Balance - Reduce Taxes →		750,000	
262,395	Fund Balance - Retained		XXXXXXXXXX	XXXXXXXXXX
<b>TOTAL REVENUES AND CREDITS</b>			118,255,628	MAR 10/31/09

REQUESTED OVERLAY (RSA 76:6) \$ 800,000 ✓

Maureen S. Carl Accountant II  
PREPARER'S SIGNATURE AND TITLE

10/20/05  
DATE

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL FINANCE BUREAU  
P.O. BOX 487, CONCORD, NH 03302-0487

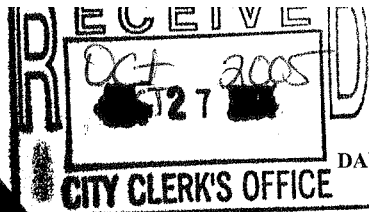
SUBMIT BY SEPTEMBER 1 TO THE ADDRESS ABOVE



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**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799  
TELEPHONE (603) 623-8801  
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR  
DAVID F. JESPERSEN, VICE CHAIR  
JOSEPH J. DESELLE  
PETER ESCALERA  
MAUREEN A. NAGLE

DAVID SMITH  
EXECUTIVE DIRECTOR

October 26, 2005

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, October 25, 2005. Enclosed are the approved Minutes of the September 27, 2005 Commission Meeting, and the Financial and Ridership Reports for the month of September 2005.

The next scheduled Commission Meeting will be Tuesday, November 29, 2005 at 5:00 PM.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith  
Executive Director

DS:cr

Enclosures



# MANCHESTER TRANSIT AUTHORITY

110 ELM STREET, MANCHESTER, NH 03101-2799  
TELEPHONE (603) 623-8801  
FAX (603) 626-4512



JOHN H. TRISCIANI, CHAIR  
DAVID F. JESPERSEN, VICE CHAIR  
JOSEPH J. DESELLE  
PETER ESCALERA  
MAUREEN A. NAGLE

DAVID SMITH  
EXECUTIVE DIRECTOR

## Manchester Transit Authority

### September 27, 2005 Commission Meeting

#### MEMBERS PRESENT:

Chairman John H. Trisciani  
Vice Chairman David F. Jespersen  
Commissioner Joseph J. Deselle  
Commissioner Peter Escalera  
Commissioner Maureen A. Nagle

#### PERSONNEL PRESENT:

David Smith, Executive Director  
Karyn Bennett, Assistant Executive Director  
William J. Cantwell, Supt. of Administration  
Evan P. Rosset, Operations Planning Manager  
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:02 PM.
- b. Minutes of August 30, 2005 Commission Meeting. JESPERSEN made a motion to approve the Minutes of August 30, 2005 Commission Meeting.  
  
Seconded by NAGLE. All Commissioners in favor

## MANAGEMENT REPORTS

2. a. Financial Report for August 2005. DESELLE made a motion to approve the Financial Report for August 2005. Seconded by NAGLE.  
  
Transit Operation: CANTWELL reported August revenue was \$282,780; \$25,546 or 9.51% more than budget. Operating revenues were \$28,591; 14.36% more than budget. Farebox income was \$2,430 more than budget and averaged \$600 per day. The major variance was advertising revenue; we received \$11,131 from Alternate Transit Advertising for bus advertising and \$2,690 from Culver



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Amherst for shelter advertising. Total expenses for the month were \$319,202; \$22,789 or 7.69% more than budget. The variances were fringe benefits, management consultant fee (September invoice paid August 31<sup>st</sup>), materials and supplies (fuel costs and maintenance supplies.)

**School Operation:** CANTWELL reported revenues were \$20,673; \$1,228 or 5.60% less than budget due to 6 buses budgeted for summer special needs runs and only 4 buses were used. This will not have an impact because expenses were budgeted for 6 buses. Total expenses were \$156,163; \$10,014 or 6.85% more than budget. Variances were management consultant fee, bus maintenance in preparation for opening of school, postcard mailing, fuel, and labor for dry school runs. CANTWELL stated we are \$29,492 under budget, with insurance accounting for \$19,000 of the savings.

The balance sheet was reviewed. CANTWELL said due to a timing issue, the payroll cash account reflects a negative \$31,000. He explained the payroll module withdraws the money and then transfers the following day to cover payroll. Payroll was paid August 31<sup>st</sup> but employees didn't obtain their checks until September 1<sup>st</sup>. This only occurs on pay periods that are the last day of the month.

SMITH reported operator overtime wages between transit and StepSaver are in line with the budget. JESPERSEN asked why overtime wage for StepSaver was budgeted so high. CANTWELL explained he knows roughly how much overtime will be paid and budgets a third towards StepSaver. In order to see how overtime compares to the budget, add together transit and StepSaver overtime.



SMITH reported school operator wage for August is mostly training expenses.

He explained the school operation always starts the year with a negative balance and in the spring it comes out even.

The check register was reviewed. TRISCIANI questioned the \$423.44 manual check. ROSSET explained the MTA mailed post cards through the School District's bulk mailing to the homes of students using the bus with information about bus route number, pickup location, and time. This check was cut for postage, we delivered the check to the School District, and they, in turn, cut us a check and ROSSET went to the Post Office to fill up their bulk mail account.

There was discussion about the Invoice Statement reflecting not only the schools, but also the Town of Bedford, Police Department, and NH Unemployment.

All Commissioners in favor of approving August 2005 Financial Report.

b. **Operations Reports for August 2005.**

**Transit-School Report:** BENNETT explained during the month they had paraplanner software training for dispatchers. The new schedule format ROSSET set up was printed and distributed by the NH Union Leader. A safety meeting for transit operators was held during the month and guests included a member of the FBI's Bedford branch and an officer from the Manchester Police Department. This meeting focused on transportation safety awareness and operators were taught how to use the radio 10-codes.

**School Report:** BENNETT reported the Manchester School District awarded MTA the athletics contract on August 8<sup>th</sup>. The driver pick was held during the month with 79 drivers picking their runs. After the pick, 5 trainees were licensed.



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We opened the first day of school with 81 active drivers (13 list and 68 assigned runs) and 3 drivers on leaves of absence.

**Transit Statistics Ridership Report:** ROSSET reported ridership has been up the entire year over last year. He feels the Comprehensive Operations Analysis (COA) will help in determining why ridership has been steadily increasing. He explained "Passengers Per Revenue Hour For Paratransit" the number fluctuates up and down even though paratransit hours are the same every week. If we have higher ridership that number goes up, if we have lower ridership it will go down, but the amount of revenue hours is always fixed. Our paratransit ridership fluctuates between 700 to 900 passengers; we carried 927 clients in August. "Percent Of Trips On Time To Total Trips Sampled" is 97%. ROSSET explained he is trying to ride a bus at least once a week, and when he does he finds that the buses are consistent but usually about 5 minutes late. This is something he wants to talk about with the COA consultants. ESCALERA asked if we have routes where the passengers need to transfer. ROSSET explained every bus feeds into downtown, so if a passenger needs to go from one end of town to the other they need to do a transfer on Elm Street.

**Maintenance Report:** BEAUREGARD reported they performed 21 PMI's including EH and school. Overtime was greater due to mechanics covering two cleaning employees who were out sick for one week. Eighty State school bus inspections were performed. TRISCIANI asked about the vacant mechanics' position. BEAUREGARD replied out of the 5 applications received only 2 qualify for an interview. They will be making a decision soon.



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## NEW BUSINESS

- 3 a. **Disadvantaged Business Enterprise Program for FY 2006.** CANTWELL explained because we receive Federal funds we are required to meet Department of Transportation regulations. Each year we need to set a goal of eligible money that we will spend with DBE's which are minority and/or women owned businesses with a personal net worth of less than \$750,000. In this program, Attachment D reflects our financial position and determines which expenses are DBE eligible. Nearly 80% of our budget is not eligible because 75% is payroll costs and associated fringes. We are not allowed to use DBE participation to purchase buses or paratransit vans. SMITH explained in the past the MTA registered designated DBE's itself, but Federal regulations require a great deal of effort to register a DBE. A site visit of the DBE's operation has to be done, their books have to be reviewed in detail, and verification they meet all FTA eligibility requirements. We are currently working cooperatively with the NH Department of Transportation who has key people to do the site visits and reviews. We refer anyone who wants to register as a DBE to the NH Department of Transportation. CANTWELL explained the only consistent DBE is Alternate Transit Advertising. JESPERSEN made a motion to approve the 2006 DBE Program. Seconded by ESCALERA. All Commissioners in favor.
- b. **Cost Allocation Plan – September 1, 2005.** CANTWELL explained because we have school bus service along with Federal transit service, the FTA requires we have a cost allocation plan to keep the expenses separate. After the FY 2005 audit, he found that the administration labor had changed about 5% because the



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positions of street supervisor, training coordinator, and part-time dispatch were added. Transit will pick up 5% more of administration's costs.

DESELLE made a motion to approve the Cost Allocation Plan dated September 2006. Seconded by NAGLE. All Commissioners in favor.

### **OLD BUSINESS**

4. a. **Staff Report – School Start-up.** BENNETT reported it was a great school start-up. We remained consistent at 81 active drivers with 13 being list operators to cover charter work, sick call-ins, and we staged a number of list operators around town for the first few weeks for overloads. Joe Raycraft from the Athletics Department is meeting weekly with staff and is very supportive and willing to reshuffle charters. TRISCIANI asked if the majority of drivers have the same morning and afternoon runs. ROSSET explained there are 3 So. Side afternoon runs that are not the same in the morning because of the length of the route. The 20 minute gap in the afternoon forced him to switch something.
- b. **Transportation to Area Colleges & Universities:** SMITH requested Board permission to approach local colleges and universities and propose free transportation for all students holding an ID. SMITH explained NAGLE invited ROSSET and him to the NH Community Technical College (NHCTC) last week to meet with staff and Dr. Richard Gustafson, Interim President. They discussed what Nashua Transit and other properties have done working with colleges to attract student ridership. SMITH would like to propose a flat fee to NHCTC per semester to provide transportation to all students who have a student ID. When Nashua started this program two years ago at their Technical College the agreement was for \$1,000 the first semester. They counted every student who



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rode that semester and set a rate for the following semester based on the passenger counts. Based on that first semester's experience, the rate for the second semester was \$1,750 (averages 75 cents per ride), and now they are in the third semester.

Rivier College just signed an agreement this fall with Nashua and has worked out a situation where the student government pays from its student activity fees.

SMITH said we have a positive indication from NHCTC and feels others colleges will be receptive. We already have service going to the colleges, and if we can encourage students to use the bus it will increase ridership. NAGLE explained after SMITH and ROSSET left, she talked to Janet Phelps and Ray Goden and they are very positive about this endeavor. NAGLE talked about the existing parking problems and another building being developed which will take away parking spaces. NAGLE has put together a survey for students, faculty, and staff and when the survey is complete she will report to the Board. There was discussion about where to pickup the students and whether a shelter should be erected, keeping in mind the disabled students and who will maintain the shelter. NAGLE pointed out another problem is classes go until 10:00 PM. SMITH said when we make the initial proposal the rate it should be based on the population of the school. The student can use the ID to get free transportation throughout the system, not just to and from school. JESPERSEN said when Concord started this program with NH Technical College, they started out with a \$1.00 fee for every active student. SMITH feels that is the approach we should take. SMITH said typically agreements go from semester to semester, ridership is recorded, and at the end of each semester they would negotiate a new rate based on ridership.



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NAGLE made a motion to continue negotiating with NHCTC. Seconded by JESPERSEN. All Commissioners in favor.

- c. **Budget/Fuel Costs.** SMITH wanted to update the Board on where we stand with escalating fuel costs. Historically, we had better pricing than the City when we bought on the spot market and priced with four or five vendors for every load delivered. When the prices started to increase two years ago, we joined with the City on their annual price bid. We were capped at 90 cents per gallon the year we joined and the market price went up to \$1.25 per gallon. Last year, when the City went out for price contracts, none of the vendors were willing to propose lock-in prices because fuel prices were so volatile. So the City went to the State's supply contract and purchased fuel under the umbrella of the State contract. The City purchased from Burke Oil who had both bids for gasoline and diesel under the State contract. While we went with the State contract for gasoline, we went back to our old practice for diesel and priced it with every load. We had budgeted for \$1.25 per gallon last year and the average was \$1.65 per gallon. At the end of the year we were about \$82,000 over the fuel budget for both transit and school. When we submitted our budget to the Mayor this year (February) we budgeted \$1.50 per gallon. At that time the prices had not started to escalate to the extent they have now and other City Departments were budgeting \$1.50 per gallon, so we couldn't budget higher than other City Departments. We did set the fuel budget for transit in February at \$1.50 and in May \$1.70 for school. SMITH explained fuel is 4-5% of the transit budget and 5-6% of the school budget; it is not a large portion of the budget, labor and fringes make up 75% of the budget. SMITH explained during the winter we add kerosene (50/50 mix) to prevent



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jelling of diesel fuel for school buses stored outside. When we bought the 50/50 mix we were paying \$1,000 more per load, which amounts to \$10,000 for the season. Companies are now using an additive to prevent jelling, and he believes the cost of the additive would be cheaper than the cost of blending fuel with kerosene. Some vendors provide pre-mixed fuel with the additive. This will be evaluated and a decision will be made. He would like to test this premix because next year the low sulfur fuel regulations will go into effect and we will need an alternative. When that happened back in 1993, going from 3,000 parts per million sulphur to 300 parts per million, there was disruption of fuel supply. He wants a supply contract to make sure we have a guaranteed supply of fuel. JESPERSEN asked about biodiesel and if the prices have been checked. SMITH said there is a 20 cent differential. JESPERSEN asked if there were any grants available. SMITH said the DES was putting out grants for biodiesel to pay the differential between regular diesel and biodiesel, but the grant limit was \$2,500 only.

- d. **Update - COA Process.** ROSSET explained they had their first meeting with KKO Consultants awarded the project and they informed MTA and SNHPC that for the \$50,000 award they would not be able to do the public participation piece or trail checks. SNHPC indicated they have interns they could use for the on-board surveys and KKO came back with a proposal that eliminated hiring temps and only using the interns. ROSSET explained using just interns wasn't good because it would take about a month to capture the data. They are now going to use a mix of hiring temps and using SNHPC interns. Our goal is to take a "snapshot" of what is happening. The ride checks will begin the week of October 17<sup>th</sup>. JESPERSEN commented KKO conformed to the RFP, but when awarded



the contract now they are not going to comply. SMITH explained the budget stayed, they are negotiating the amount of local labor. He believes the Planning Commission may add money to do the public participation process.

- e. **CMAQ Application**. SMITH stated the 3 part CMAQ application was submitted in August for service to Goffstown, Concord, and a downtown circular for a total cost of \$4M. That amount included the purchase of buses and cost of operations. He explained when we did the Concord part we did it as a placeholder and assumed that Concord would come in and take a piece of it. Mickey McIver, General Manager of Concord Area Transit, and BENNETT attended a conference on ADA and they discussed the ramifications of paratransit service on the cost of this project. When the project was drafted, SMITH assumed the service between Goffstown, Concord, and Manchester would be commuter service because it runs town-to-town. BENNETT came back from the conference with the impression it wasn't commuter service and if it is hourly service it requires paratransit be offered all along the Concord/Goffstown route. SMITH placed a call to FTA and if this is true, we may want to reconsider our application for the intercity part. The Planning Commission's Technical Advisory Committee met to review the applications and hear the Planning Commission's proposal for ranking of the projects; our project is in the middle with the Rockingham Planning Commission's service to the seacoast. Both our service and the Rockingham Planning Commission's seacoast service was put in as a placeholder because both Planning Commissions are now studying regional transit and service to the Seacoast. TRISCIANI asked if the Hampton Beach trips warrant us to offer paratransit. SMITH replied no because it is only one trip, not hourly service.



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BENNETT explained ADA requires we offer paratransit service around our regularly scheduled service; the beach trips are seasonal and once a week.

JESPERSEN asked about amending the CMAQ proposal to travel only between 6:00 AM – 9:00 AM and 3:00 PM – 6:00 PM, peak commuter hours. SMITH stated that is the discussion we are having with Concord Area Transit.

### **OTHER BUSINESS**

5. a. **SNHPC Presentation on Regional Transit.** SMITH said the presentation that SNHPC did for the Commission last month would be presented to the Board of Mayor and Aldermen on October 18<sup>th</sup>.
- b. **First Transit Contract.** SMITH stated the First Transit contract requires that at the end of the three year term, if the Board wants to renew the two year option, the Board must give First Transit 90 days notice which would be November 11<sup>th</sup>. This will be a Board item for the next meeting.
- c. **Non Public Session.** At 6:40 PM JESPERSEN made a motion to go into Non Public Session per RSA 91-A:3, II. c. Seconded by NAGLE. TRISCIANI, DESELLE, and ESCALERA voted yea.  
  
On a motion by TRISCIANI, seconded by DESELLE, with JESPERSEN, ESCALERA, and NAGLE voting in favor, Non Public Session adjourned at 7:15 PM. TRISCIANI commented no motions were made during that session.
- d. **Date for Next Meeting.** Tuesday, October 25, 2005.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 7:20 PM. Seconded by NAGLE. All Commissioners in favor.





**Transit**

**September 2005**

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**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2005**

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Farebox Revenue</b>					
Farebox Revenue	\$18,192.76	\$15,000.00	\$53,531.66	\$48,750.00	\$4,781.66
Adult Fares	2,169.00	2,300.00	5,907.00	6,900.00	(993.00)
Adult Monthly Fares	1,716.00	2,100.00	6,666.00	6,300.00	366.00
Senior Citizens Fares	685.00	800.00	2,751.50	2,400.00	351.50
Senior Citizen Monthly Fare	175.00	1,000.00	2,800.00	3,000.00	(200.00)
Disabled Rider Fare	1,660.83	1,500.00	4,844.63	4,500.00	344.63
Student Fares	669.75	300.00	1,427.25	900.00	527.25
<b>Total Farebox and Tickets</b>	<b>25,268.34</b>	<b>23,000.00</b>	<b>77,928.04</b>	<b>72,750.00</b>	<b>5,178.04</b>
<b>Shuttle and Excursions</b>					
Shopping Shuttle		1,000.00	2,040.00	3,000.00	(960.00)
Excursion Revenue		400.00	2,138.50	2,400.00	(261.50)
<b>Total Shuttle and Excursions</b>		<b>1,400.00</b>	<b>4,178.50</b>	<b>5,400.00</b>	<b>(1,221.50)</b>
<b>Other Revenue</b>					
Sale of Fuel to City Departments	31,470.93	25,000.00	85,418.63	75,000.00	10,418.63
Sale of Maintenance Service to City	8,796.66	2,000.00	12,465.28	6,000.00	6,465.28
Advertising Revenue-Bus		5,000.00	16,934.74	15,000.00	1,934.74
Rental of Inncity Terminal	800.00	800.00	2,400.00	2,400.00	
Sale of Scrap Materials			156.75		156.75
Interest Income	649.66	500.00	2,321.35	1,500.00	821.35
Photo Picture ID Revenue	16.00	25.00	34.00	75.00	(41.00)
Other Non-Tranp. Revenue		25.00	42.45	75.00	(32.55)
<b>Total Other Revenue</b>	<b>41,733.25</b>	<b>33,350.00</b>	<b>119,773.20</b>	<b>100,050.00</b>	<b>19,723.20</b>
<b>Total Operational Income</b>	<b>67,001.59</b>	<b>57,750.00</b>	<b>201,879.74</b>	<b>178,200.00</b>	<b>23,679.74</b>
<b>Operating Assistance</b>					
City of Manchester	89,557.58	89,558.00	268,672.74	268,674.00	(1.26)
Town of Bedford	3,400.00	3,400.00	10,500.00	10,200.00	300.00
State of New Hampshire	29,680.00		29,680.00		29,680.00
Federal Operating Subsidy	101,979.00	106,926.00	329,464.00	320,778.00	8,686.00
<b>Total Operating Assistance</b>	<b>224,616.58</b>	<b>199,884.00</b>	<b>638,316.74</b>	<b>599,652.00</b>	<b>38,664.74</b>
<b>Total Revenue</b>	<b>291,618.17</b>	<b>257,634.00</b>	<b>840,196.48</b>	<b>777,852.00</b>	<b>62,344.48</b>
<b>Expenses</b>					
<b>Labor</b>					
Transit Operator Wages	57,934.68	53,683.00	176,621.39	172,815.00	3,806.39
Transit Operator Overtime Wages	3,770.58	4,948.00	16,538.73	15,287.00	1,251.73
StepSaver Operator Wages	12,377.33	11,040.00	34,672.31	33,748.00	924.31
StepSaver Operator Overtime Wages	1,006.37	2,630.00	2,878.79	7,890.00	(5,011.21)
Mechanic Wages	11,722.28	13,326.00	41,627.11	39,978.00	1,649.11
Mechanic Overtime Wages	158.35		800.49		800.49
Transp. Admin Wages	8,289.73	9,417.00	25,266.90	28,251.00	(2,984.10)
Transp. Admin Overtime Wages	331.27	270.00	1,008.97	810.00	198.97
Maint. Admin Wages	3,298.40	3,722.00	9,229.08	11,166.00	(1,936.92)
General Admin Wages	5,897.36	5,921.00	20,101.50	17,763.00	2,338.50
Gen. Admin Overtime Wages	73.16	81.00	483.83	243.00	240.83
Payroll Transaction			298.46		298.46
<b>Total Labor</b>	<b>104,859.51</b>	<b>105,038.00</b>	<b>329,527.56</b>	<b>327,951.00</b>	<b>1,576.56</b>



**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2005**

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Fringe Benefits</b>					
Health Insurance Expense	\$46,834.62	\$40,617.00	\$130,439.22	\$121,851.00	\$8,588.22
Dental Insurance Expense	1,187.30		3,624.44		3,624.44
Life Insurance Expense	709.00	665.00	2,100.60	1,995.00	105.60
Pension Expense	5,460.00	6,370.00	18,960.00	19,110.00	(150.00)
FICA Expense	8,917.54	9,376.07	29,307.31	29,110.24	197.07
Worker's Compensation	3,820.67	4,487.00	11,462.01	13,961.00	(2,498.99)
Unemployment Compensation	454.92	438.00	1,364.76	1,314.00	50.76
Transit Operator Vacation Wages	1,992.77	4,512.00	12,869.16	13,536.00	(666.84)
Transit Operator Holiday Wages	4,121.95	3,529.00	8,765.24	10,586.00	(1,820.76)
Transit Operator Sick Wages	1,276.98	2,647.00	6,358.08	7,941.00	(1,582.92)
Mechanic Vacation Wages	1,729.96	1,594.50	5,540.52	4,783.50	757.02
Mechanic Holiday Wages	1,011.80	1,143.83	2,535.44	3,431.49	(896.05)
Mechanic Sick Wages	1,755.39	95.33	3,784.72	285.99	3,498.73
Transp. Admin Vacation Wages	941.00	1,076.67	3,384.48	3,230.01	154.47
Transp. Admin Holiday Wages	1,155.16	703.17	2,418.80	2,109.51	309.29
Transp. Admin Sick Wages	104.50	210.92	104.50	632.76	(528.26)
Maint. Admin Vacation Wages	605.48	291.83	2,159.12	875.49	1,283.63
Maint. Admin Holiday Wages	438.35	379.42	963.19	1,138.26	(175.07)
Maint. Admin Sick Wages		87.58		262.74	(262.74)
Gen Admin. Vacation Wages	579.75	677.00	1,719.96	2,031.00	(311.04)
Gen. Admin Holiday Wages	786.53	442.83	2,401.82	1,328.49	1,073.33
Gen. Admin Sick Wages		132.83		398.49	(398.49)
Transit Uniform Allowance	891.62	779.00	2,666.63	2,337.00	329.63
Maintenance Uniform Allowance		630.00	99.98	1,638.00	(1,538.02)
Tool Allowance	50.00	117.00	949.88	351.00	598.88
License Reimbursement		25.00		75.00	(75.00)
Burden Adjustment	(15,019.46)	(14,553.00)	(32,943.67)	(43,659.00)	10,715.33
<b>Total Fringe Benefits</b>	<b>69,805.83</b>	<b>66,474.98</b>	<b>221,036.19</b>	<b>200,653.97</b>	<b>20,382.22</b>
<b>Services</b>					
Management Consultant	123.81	12,142.00	24,403.12	36,426.00	(12,022.88)
Commissioner Expense		83.00	431.55	249.00	182.55
Auditing Expense				3,200.00	(3,200.00)
Legal Expense	279.00	500.00	459.00	1,500.00	(1,041.00)
Service Bureau	39.99	1,000.00	1,907.28	3,000.00	(1,092.72)
Security Service	575.98	100.00	854.52	300.00	554.52
Outside Advertising	3,189.41	333.00	7,068.94	999.00	6,069.94
Driver and Criminal Record	(60.00)		308.00		308.00
Drug & Alcohol Testing		333.00	2,735.00	999.00	1,736.00
Pre-Employment Medical		83.00		249.00	(249.00)
Janitorial Service and Supplies	402.15	658.00	1,019.76	1,974.00	(954.24)
Bank Service Charges	634.84	500.00	1,902.04	1,500.00	402.04
<b>Total Services</b>	<b>5,185.18</b>	<b>15,732.00</b>	<b>41,089.21</b>	<b>50,396.00</b>	<b>(9,306.79)</b>
<b>Materials and Supplies</b>					
Fuel Operations	19,110.62	13,936.00	55,441.91	42,868.00	12,573.91
Sale of Fuel to City Departments	28,969.03	25,000.00	79,701.58	75,000.00	4,701.58
Maintenance Parts	4,892.56	9,944.00	16,962.24	30,436.00	(13,473.76)
Purchase Discounts		(250.00)	(129.57)	(750.00)	620.43
Tires Expense	906.32	1,295.00	2,905.88	3,983.00	(1,077.12)
Oil and Grease	203.17	234.00	784.27	719.00	65.27
Maintenance Supplies	538.28	639.00	3,877.96	1,917.00	1,960.96
Body Shop Supplies	907.66	148.00	4,759.40	444.00	4,315.40



**Manchester Transit Authority**  
**Income Statement Transit**  
**For the Three Months Ending September 30, 2005**

E

	Current	Budget	YTD	YTD Budget	YTD Net Change
Hazardous Materials	\$85.86	\$246.00	\$247.48	\$738.00	(\$490.52)
Outside Parts and Labor	81.60	42.00	181.60	126.00	55.60
Repairs-Inner City Terminal	386.18	250.00	386.18	750.00	(363.82)
Repairs-Building and Grounds	329.24	1,425.00	3,411.90	4,275.00	(863.10)
Repairs-Shop Equipment		190.00	445.74	570.00	(124.26)
Repairs-Radio Equipment	550.00	83.00	550.00	249.00	301.00
Repairs-Office Equipment	249.30	217.00	1,135.30	651.00	484.30
Office Supplies	963.41	670.00	2,451.44	2,010.00	441.44
Transit Schedules and Tickets		584.00	510.33	1,752.00	(1,241.67)
<b>Total Materials and Supplies</b>	<b>58,173.23</b>	<b>54,653.00</b>	<b>173,623.64</b>	<b>165,738.00</b>	<b>7,885.64</b>
<b>Utilities</b>					
Electricity	1,876.85	1,900.00	5,259.87	5,700.00	(440.13)
Natural Gas	94.91	1,283.00	622.08	3,849.00	(3,226.92)
Telephone	783.53	594.00	1,956.04	1,782.00	174.04
Water	148.52	143.00	572.43	429.00	143.43
<b>Total Utilities</b>	<b>2,903.81</b>	<b>3,920.00</b>	<b>8,410.42</b>	<b>11,760.00</b>	<b>(3,349.58)</b>
<b>Insurance</b>					
Public Liability Insurance	11,764.00	10,583.00	35,301.00	31,749.00	3,552.00
Other Liability	956.00	1,374.00	2,865.00	4,122.00	(1,257.00)
<b>Total Insurance</b>	<b>12,720.00</b>	<b>11,957.00</b>	<b>38,166.00</b>	<b>35,871.00</b>	<b>2,295.00</b>
<b>Other Expenses</b>					
Dues and Memberships	176.00	83.00	1,026.00	249.00	777.00
Tolls and Parking			160.00		160.00
Training and Meetings	135.37	250.00	766.66	750.00	16.66
Grievance Expense		38.00		114.00	(114.00)
Depreciation	28,000.00	29,158.00	84,000.00	87,474.00	(3,474.00)
<b>Total Other Expenses</b>	<b>28,311.37</b>	<b>29,529.00</b>	<b>85,952.66</b>	<b>88,587.00</b>	<b>(2,634.34)</b>
<b>Total Expenses</b>	<b>281,958.93</b>	<b>287,303.98</b>	<b>897,805.68</b>	<b>880,956.97</b>	<b>16,848.71</b>
<b>Net Income (Loss)</b>	<b>9,659.24</b>	<b>(29,669.98)</b>	<b>(57,609.20)</b>	<b>(103,104.97)</b>	<b>45,495.77</b>





School

September 2005



**Manchester Transit Authority**  
**Income Statement School**  
**For the Three Months Ending September 30, 2005**

E

	Current	Budget	YTD	YTD Budget	YTD Net Change
<b>Student Transportation</b>					
Pupil Contract	\$177,931.98	\$187,550.00	\$191,468.34	\$187,550.00	\$3,918.34
Manchester Skill Center	18,435.42	9,797.00	18,435.42	9,797.00	8,638.42
Special Needs	14,605.12	12,824.00	14,605.12	34,197.00	(19,591.88)
Student Tickets	5,517.75	3,600.00	5,517.75	3,600.00	1,917.75
<b>Total Student Transportation</b>	<b>216,490.27</b>	<b>213,771.00</b>	<b>230,026.63</b>	<b>235,144.00</b>	<b>(5,117.37)</b>
<b>School Charter</b>					
Student Athletics	18,583.00	12,000.00	21,328.00	22,000.00	(672.00)
Student Fieldtrips	927.00	9,000.00	9,372.75	14,000.00	(4,627.25)
<b>Total School Charters</b>	<b>19,510.00</b>	<b>21,000.00</b>	<b>30,700.75</b>	<b>36,000.00</b>	<b>(5,299.25)</b>
<b>Other Revenue</b>					
Interest Income	28.04	100.00	627.24	300.00	327.24
Other Non-Transp. Revenue			72.50		72.50
<b>Total Other Revenue</b>	<b>28.04</b>	<b>100.00</b>	<b>699.74</b>	<b>300.00</b>	<b>399.74</b>
<b>Total Operational Income</b>	<b>236,028.31</b>	<b>234,871.00</b>	<b>261,427.12</b>	<b>271,444.00</b>	<b>(10,016.88)</b>
<b>Expenses</b>					
<b>Labor</b>					
School Operator Wages	89,636.13	96,246.00	123,813.47	128,240.00	(4,426.53)
School Operator Overtime Wages	2,034.95	7,657.00	3,156.47	7,657.00	(4,500.53)
Transit Operator Wages		749.00		749.00	(749.00)
Mechanic Wages	10,002.73	9,260.00	21,980.29	27,780.00	(5,799.71)
Transp. Admin Wages	10,058.71	7,061.00	23,679.40	21,183.00	2,496.40
Transp. Admin Overtime Wages	255.88	270.00	283.94	810.00	(526.06)
Maint. Admin Wages	2,839.31	3,041.00	9,169.71	9,413.00	(243.29)
General Admin Wages	3,543.61	4,457.00	8,873.25	13,371.00	(4,497.75)
Gen. Admin Overtime Wages		51.00		153.00	(153.00)
<b>Total Labor</b>	<b>118,371.32</b>	<b>128,792.00</b>	<b>190,956.53</b>	<b>209,356.00</b>	<b>(18,399.47)</b>
<b>Fringe Benefits</b>					
Health Insurance Expense	371.49		3,066.57		3,066.57
Dental Insurance Expense	570.85		2,001.90		2,001.90
FICA Expense	6,732.42	9,242.28	10,240.00	15,356.32	(5,116.32)
Worker's Compensation	3,022.00	4,636.00	9,066.00	6,165.00	2,901.00
School Operator Holiday Wages	135.60		358.50		358.50
School Uniform Allowance		342.00	200.00	1,026.00	(826.00)
Maintenance Uniform Allowance			50.00		50.00
Tool Allowance	50.00		199.99		199.99
License Reimbursement	420.00	125.00	490.00	375.00	115.00
Burden Adjustment	15,019.46	14,553.00	32,943.67	42,177.00	(9,233.33)
<b>Total Fringe Benefits</b>	<b>26,321.82</b>	<b>28,898.28</b>	<b>58,616.63</b>	<b>65,099.32</b>	<b>(6,482.69)</b>
<b>Services</b>					
Management Consultant	123.82	12,142.00	24,423.13	36,426.00	(12,002.87)
Commissioner Expense		83.00	442.56	249.00	193.56
Auditing Expense				4,800.00	(4,800.00)
Legal Expense	878.90	500.00	953.90	1,500.00	(546.10)
Service Bureau	39.99	1,500.00	3,560.05	4,500.00	(939.95)



**Manchester Transit Authority**  
**Income Statement School**  
**For the Three Months Ending September 30, 2005**

	Current	Budget	YTD	YTD Budget	YTD Net Change
Security Service	\$477.74	\$150.00	\$537.52	\$450.00	\$87.52
Outside Advertising	1,155.40	1,250.00	1,513.30	3,750.00	(2,236.70)
Driver and Criminal Record	78.00	150.00	1,537.00	450.00	1,087.00
Drug & Alcohol Testing	770.00	666.00	770.00	1,998.00	(1,228.00)
Pre-Employment Medical		684.00		2,052.00	(2,052.00)
Janitorial Service and Supplies	402.15	658.00	959.75	1,974.00	(1,014.25)
Bank Service Charges	75.50	75.00	225.90	225.00	0.90
<b>Total Services</b>	<b>4,001.50</b>	<b>17,858.00</b>	<b>34,923.11</b>	<b>58,374.00</b>	<b>(23,450.89)</b>
<b>Materials and Supplies</b>					
Fuel Operations	20,190.81	18,469.00	24,826.42	20,378.00	4,448.42
Maintenance Parts	2,681.17	6,700.00	8,250.30	7,393.00	857.30
Tires Expense		1,883.00	2,132.40	2,078.00	54.40
Oil and Grease	168.81	375.00	564.02	414.00	150.02
Maintenance Supplies	202.92	444.00	2,667.67	1,332.00	1,335.67
Body Shop Supplies	262.55	103.00	877.85	309.00	568.85
Hazardous Materials	59.66	171.00	171.96	513.00	(341.04)
Outside Parts and Labor		42.00		126.00	(126.00)
Repairs-Building and Grounds	108.79	1,075.00	1,186.73	3,225.00	(2,038.27)
Repairs-Shop Equipment		143.00	300.30	429.00	(128.70)
Repairs-Radio Equipment	550.00	83.00	550.00	249.00	301.00
Repairs-Office Equipment	230.12	200.00	1,047.96	600.00	447.96
Office Supplies	483.57	1,005.00	1,645.81	3,015.00	(1,369.19)
School Schedules and Tickets		584.00	1,593.44	1,752.00	(158.56)
<b>Total Materials and Supplies</b>	<b>24,938.40</b>	<b>31,277.00</b>	<b>45,814.86</b>	<b>41,813.00</b>	<b>4,001.86</b>
<b>Utilities</b>					
Electricity	1,535.00	1,433.00	4,302.91	4,299.00	3.91
Natural Gas	77.66	968.00	477.95	2,904.00	(2,426.05)
Telephone	308.39	448.00	1,267.67	1,344.00	(76.33)
Water	121.51	108.00	237.66	324.00	(86.34)
<b>Total Utilities</b>	<b>2,042.56</b>	<b>2,957.00</b>	<b>6,286.19</b>	<b>8,871.00</b>	<b>(2,584.81)</b>
<b>Insurance</b>					
Public Liability Insurance	17,547.00	26,728.00	52,627.00	80,184.00	(27,557.00)
Other Liability	843.00	1,160.00	2,526.04	3,480.00	(953.96)
<b>Total Insurance</b>	<b>18,390.00</b>	<b>27,888.00</b>	<b>55,153.04</b>	<b>83,664.00</b>	<b>(28,510.96)</b>
<b>Other Expenses</b>					
Dues and Memberships	39.00	167.00	668.95	501.00	167.95
Tolls and Parking	1.00		1.00		1.00
Training and Meetings	45.60	333.00	821.99	999.00	(177.01)
Grievance Expense		38.00		114.00	(114.00)
Depreciation	21,000.00	20,000.00	63,000.00	60,000.00	3,000.00
<b>Total Other Expenses</b>	<b>21,085.60</b>	<b>20,538.00</b>	<b>64,491.94</b>	<b>61,614.00</b>	<b>2,877.94</b>
<b>Total Expenses</b>	<b>215,151.20</b>	<b>258,208.28</b>	<b>456,242.30</b>	<b>528,791.32</b>	<b>(72,549.02)</b>
<b>Net Income (Loss)</b>	<b>20,877.11</b>	<b>(23,337.28)</b>	<b>(194,815.18)</b>	<b>(257,347.32)</b>	<b>62,532.14</b>



# Commissioners Memorandum



**To:** Commissioners  
**From:** Evan Rosset, Operations Planning Manager  
**Date:** October 19, 2005  
**Re:** Transit Ridership Report – September 2005

		<u>September</u>				<u>FYTD</u>	
<u>Routes</u>		2004	2005			FY 2005	FY 2006
	Weekdays	22	23				
	Saturdays	4	4	% Change			% Change
Airport- Route #1		1059	683	-35.51%		3,084	2,456 -20.36%
Lake-Hanover St. Route #2		3239	3,054	-5.71%		8,346	7,674 -8.05%
Goffsfalls Route #3		1300	1,625	25.00%		3,532	4,539 28.51%
Page-Elliott Route #4		1864	1,773	-4.88%		5,240	5,793 10.55%
Pinard-Bremer Route #5		1180	1,231	4.32%		3,530	3,370 -4.53%
Gossler-St. Anselm Route #6		2219	2,595	16.94%		6,428	6,973 8.48%
VA Hospital Route #7		2091	2,607	24.68%		5,961	7,961 33.55%
So. Willow Route #8		2999	3,803	26.81%		9,558	12,210 27.75%
DW Highway-River Rd. Route #9		2164	2,903	34.15%		5,835	7,617 30.54%
Valley-Weston Rd. Route #10		3258	3,997	22.68%		10,063	12,032 19.57%
Front St. Route #11		1627	2,060	26.61%		4,215	5,797 37.53%
So. Beech Route #12		3281	3,072	-6.37%		8,399	9,855 17.34%
Bedford Mall Route #13		4324	4,496	3.98%		12,202	14,164 16.08%
VISTA SHUTTLE		0	442	#DIV/0!		914	1,425 55.91%
HANNAFORDS SHUTTLE		0	585	#DIV/0!		1,090	2,007 84.13%
FISHER CATS SHUTTLE			52			469	137 -70.79%
(number of events)			1				
Weekday Fixed Route Totals		30,795	34,978	13.58%		88,866	104,010 17.04%
Saturday Fixed Route Totals		2,981	3,605	20.93%		9,807	9,995 1.92%
MTA Specials & Excursions		15	0			145	199
Fixed Route Weekday Average		1,466	1,666	13.58%		4,167	3,216 -22.82%
Total Transit Passengers Served		33,791	38,583	14.18%		98,818	114,204 15.57%
Total StepSaver Passengers Served		893	810			2700	2,451 -9.22%

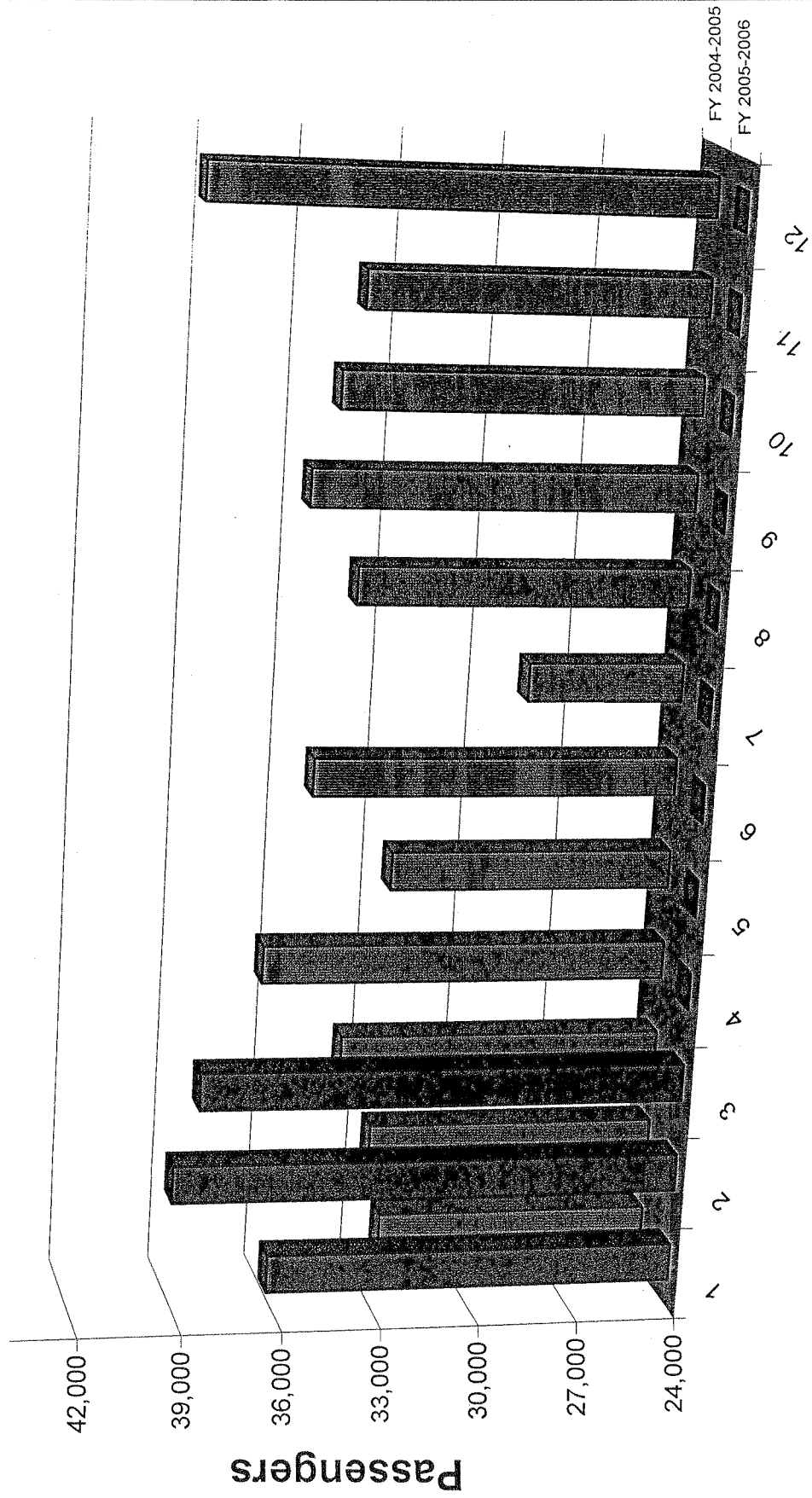
The attached graph shows system-wide ridership trends.

Evan Rosset  
Operations Planning Manager



# MTA Fixed Route Service

■ FY 2005-2006  
■ FY 2004-2005





# MAYOR'S UTILITY COORDINATING COMMITTEE

October 19, 2005

It would be greatly appreciated if a representative from each Department or Utility attend the monthly meetings so that any essential information could best assist and/or work with affected parties.

~ ~ ~ ~ ~

The meeting was called to order by Peter Capano at 10:05 AM.

## MANCHESTER HOUSING AUTHORITY

### Ward

- #3** 89 Pine Street – Looking to relocate construction division.
- #12** French Hall – Selected J.P. Sercel Assoc. to develop plan for occupancy in May '06. (Lazer & Design production company.)
- #12** Hackett Hill – Awarded to Ouest Engineering of Gorham, Me. for engineering services, land planning, subdivision and infrastructure of the Northwest Industrial Park – wetland survey begun.
- #4** MHRA is in a joint venture with Southern NH Services to construct 28 units of elderly housing on the vacant lot at #628 Hanover Street. The lot is formerly the Somascan property. \$2.6 million grant received from HUD. David White is the architect. North Branch Construction is building and hope to open in late November.
- #11** Brown School – Approvals obtained from Planning Board. Brunelle/Johnson selected as architects. Request for funding will be resubmitted in January.
- #3** Jac-Pac – City now owns property. Phase 1 and 2 environmental assessment are done. Access to Chinberg has been granted. Continuing to look for interim use proposals. CMC will lease 350 parking spaces for 18 months during construction of garage/office building.



## STATE PROJECTS

**#6** Candia Road  
[Bypass 28-I-93]

- NH Department of Transportation has developed ROW plans. A two-year construction period is expected. R.S. Audley has begun work constructing drainage and dry sewer.

**#11** Granite St./F.E.  
Everett Trnpk Imprv.

- Work on the NHDOT "B" contract is on going. This includes relocation of the existing interceptor sewer, the relocation of Allard Drive and construction of a new sound wall between the southbound on-ramp and Turner Street.

The NHDOT "C" contract bids were opened on June 28<sup>th</sup> 2005. Middlesex Corp. of Mass. was low bidder at \$28,687,750 which includes the City's work on Granite Street between Main St. and the river plus turnpike work.

The City's Granite St. Bridge Contract (west abutment to Commercial Street) is out to bid. Bids were received July 20<sup>th</sup> with E.D. Swett, low bidder at \$11.7 million. The remainder of the City's Granite Street work (Commercial St. to Elm St.) will be bid in May 2006.

**#8** Airport Access

- The NH Department of Transportation's preliminary design is progressing. Some building demolition will take place this year. Construction is expected to begin in 2006. The project will be split into multiple contracts and construction is expected to be complete in 2009.

## PLANNING/BUILDING

### SUBDIVISIONS

**#12** Legacy Dr.

- 11 lot subdivision located between Straw Rd. and Goffstown Road, base pavement is down.

**#9** Brown Ave.

- Dunkin' Donuts has Planning Board approval to be located between Evans and On-The-Run.

**#8** Bryant Road

- Approved for both condos (56) and single family housing (34). Construction well underway.

**#12** Woodland Pond


- 77 lot subdivision for single-family homes approved with roads off Countryside Blvd. Work has begun in Phase 3.

**#1** McLane Lane

- Seven unit planned development approved by Planning Board east end of existing road.



## Ward

- 
- #9 Brown Ave. - The "Quik Kava" Coffee Shop is being converted to a "Dunkin' Donuts double drive-thru.
  - #12 Cedar Ridge - 35-lot subdivision off Hackett Hill Rd. A portion of the Woodland Pond Subdivision sold to Reggie Moreau.
  - #8 270 Stanton St. - 4 new lots approved by Planning Board. Utility work underway on one lot.
  - #2 820 Wellington Rd. - Walnut Terrace is under construction, eight-lot subdivision road named LaValle Lane.
  - #3 Chinburg - Multiple residential townhouses are under construction with two highrise towers to follow just south of Fisher Cats Stadium. Hoping to begin occupancy soon.

## SITE PLANS

- #5 310 Wilson St.  
(Vista Foods) - Shopping center rehab. – 73,000 SF, new overall 171,000 S.F. Retail building "B" occupied. "Stop n' Shop" open. "Vista" is closed and will be demolished soon.
- #2 166 LaGrange Ave. - Islamic Society Mosque – 13,000 SF approved by Planning.
- #3 Bridge/Elm Sts. - Manchester Place Apartment building and parking garage. Parking garage being assembled.
- #1 2233 River Rd. - Synagogue/Temple proposed at intersection of Bicentennial Drive has Planning Board approval
- #12 17 Riverfront Dr. - One 5-unit condo and one 4-unit condo approved. Work has resumed.
- #3 795 Elm St. - Rehabilitation underway, at Merrimack Street. PSNH needs to upgrade service to building, must dig in N. Merrimack St. May take place early next year.
- #12 Front St./Hackett Hill Road - 52 Unit, six building condos approved.
- #6 25 Lakeside Dr. - Dunkin' Donuts proposal heard by Planning Board.
- #2 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.
- #3 25 Brook St. & 15-19 Temple Ct. - One new 8-unit building and conversion of 25 more into housing approved by Planning Board. Work is underway.





## Ward

- #12 3 Country Club Dr. - New eighteen unit apartment building underway.
- #6 Bridge St. Extn. - 8-lot development (Newstead Way) immediately east of I-93 is underway. Some certificates of occupancy have been issued.
- #6 Hobbs Way - Four houses to be built off Bridge Street Extension.
- #5 661 Bell St. - Combination of handicap access apartments & townhouses proposed.
- #9 915 S.Mammoth Rd. - Three self-storage units has Planning Board approval.
- #7 Maple/Silver Sts. - Mill proposed to be converted to housing.
- #12 55 Riverfront Dr. - The Pointe Apartments, 68 units – work is well underway.
- #3 25 Line Dr. - Hilton Hotel “Garden View” 156 room hotel under construction. Opening January 2006.
- #8 400 Gay St. - Summit Pkg. moving to north end of Gay St. Expansion of building underway, cul-de-sac construction almost complete.
- #6 Cohas Brook Estates - “Marathon Way” 31 unit planned development. Work is underway, some occupancies granted.
- #2 978 Mammoth Rd. - Six unit planned development approved.
- #11 CMC - Proposal for new medical office building, parking garage and walkway over McGregor St.
- #3 2 Line Drive - “The Boneyard” Restaurant approved by Planning Board.
- #6 Grand View Estates - Argeriou property – 15 homes proposed on an extension of Lindstrom Lane.
- #2 Sky Meadow Way - 4 unit planned development approved off Currier Drive.
- #6 1070 Holt Ave. - **Industrial building reapproved after it's approval lapsed.**



**Water Works Projects**

**State Projects**

H. Candia Rd. – Exit 6 to Massabesic Circle

200 L.F. of 10"

**PARKS & RECREATION PROJECTS**

**P&R PROJECTS - FY'04**

**#5** Raco-Theodore  
Pool Project

- Design/Engineering funds were approved to develop plans for improvements identified in the 1997 study of this aquatic facility. Funding was appropriated in the the current CIP budget for the pool project, design is done. Work has begun by Jewett Construction.

**Other Grant & Planning Projects (FY 2004)**

**#10** *Piscataquog*

*Trailway, Phase II*

- Grant funding for Phase II has been approved by the NH Department of Transportation for a Transportation Enhancement (TEA) project. This will involve continuation of the trail from South Main Street to the West Side Arena. Authorization of funds will begin in the Fall of 2003. Designed by VHB. On "hold" pending property access.

**#9** South Manchester  
Rail Trail

- Grant funding for the initial project has been approved by the NH-DOT for a Congestion Mitigation and Air Quality (CMAQ) project. This will involve planning, design and construction of a recreational trail along the former Manchester and Lawrence Branch Railroad, from Spring Garden Street to Goffs Falls Road. The trail will link neighborhoods along South Beech Street with Precourt Park. Berger Engineers have been chosen as design consultants. Bids were received yesterday with G.W.Tatro low bidder @ \$833,000. Work is underway.

*Valley Cemetery  
Rehabilitation*

- Grant funding from the Land and Community Heritage Investment Program (LCHIP) was approved this Spring. A total of \$400,000 is designated to begin the Phase 1 work, which will be done through (2) bids, Fence Rehabilitation and Gate Environs. Work should be complete in October. Cemetery Brook relocation prep work begun.



**Ward**

**#9 Precourt Trail** - *Precourt Trail to connect to South Manchester Rail Trail.*

<b>HIGHWAY DEPARTMENT PROJECTS</b>
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**Construction Projects**

- # 6** Candia Rd.  
Dry Sewer - Sewer plan is ready to be constructed in 2005 as part of the first year of the Department of Transportation's project.
- #10** CSO-5 - So. Main North \$4.5 million dollar project almost complete.
- #11/12** CSO-6 - Work is underway at Second and Schiller Streets. Work to commence on Kelley, Bremer and Mason Streets. Low bidder R.D. Edmunds of Franklin, NH.
- #3/5** Grove/Bell Sts. - Reconstruct street from Pine to Beech Street including street lights.
- #6/8** S.Mammoth Rd.  
Sewer, Phase 3 - Pumping Station and sewers. Low bidder was R.D. Edmunds @ \$1.3 million. Work is well underway.
- #4** Ohio Avenue - Reconstruction underway from Hanover Street easterly.
- #3/5 Central St.** - *Pine to Union to come this Fall.*

<b>MANCHESTER AIRPORT</b>
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- #8** FAA Aircraft  
Traffic Control  
Tower (ATCT) - Project underway. Construction Mgr. is Harvey Construction Co., Inc. Completion due May 2006.
- #8** Runway 6 - Runway 6 reconstruction project under design by Hoyle, Tanner and Associates. A portion of project will be bid late winter 2006. Remainder of project will be combined with other projects that extend the Runway 24 Safety Area.
- #8** Aerohex Hangars - Project of new hangars in the N.E. area of the airport. Project designed by CLD for site work. Construction is delayed.
- #8** Runway 24 Safety  
Area Extn. Across  
S.Willow St. - Project is in planning stages. Design work to begin for multiple project associated with the extension of the Runway 24 Safety Area, late 2005. Construction is slated for 2007.



## Ward

### #8 Taxiway "E" Mill & Overlay

- Mill and overlay of Taxiway "E" is complete.

### #8 De-Icer Fluid Management

- Project is scheduled for design/build construction late Fall 2005.

### #8 Airport Terminal Loop Rd. Mill &

- Complete.

### #8 Sand/Salt Storage Facility

- New facility under design by Louis Berger Group. Facility will be built along the south side of S. Perimeter Road opposite the U.P.S. facility in Londonderry. Bid and construction date "on hold".

### #8 Pettingill Rd. Surface Parking Lot

- New surface parking lot under design by McFarland-Johnson. Project located in Londonderry on the south side of Pettingill Rd. west of S. Harvey Road. Project is out to bid. Bid Opening 9-23-05. Notice to Proceed expected Oct. 1<sup>st</sup> with substantial completion by end of November 2005.

## KEYSPAN ENERGY DELIVERY

### #10 CSO Contract #6

- Work underway again – Hevey St., Montgomery St. and Bremer St.

## PSNH

### #3 Merrimack St.

- Need to add transformer to existing network duct due to increased downtown load.

### #6 Old Cohas Ave.

- Work should be complete by the end of October.

## MANCHESTER TRAFFIC DEPARTMENT

- #7/8 Cilley/Porter Sts. - Underground work complete. Curbing/paving.



Ward

**VERIZON**

- #6 Candia Rd. – Massabesic Circle to I-93. Cable relocation underway.
- #3 Kidder St. – Service to Manchester Place from Hampshire Lane in place.
- #5 Spruce St. – Lincoln to Wilson conduit replacement to accommodate Highway Department reconstruction work moved to 2006.

**NEXT MEETING:** The next MUCC meeting has been scheduled for Wednesday, November 16<sup>th</sup> 2005 at 10: 00 AM in the **Conference Room, second floor**, at the Manchester Water Works.

Attended    Contact List

x	Ms. Janet Kelliher	PSNH	882-5894 X5230
	Mr. Karl Franck	Building Dept.	624-6475
x	Mr. Jay Davini	Manchester Highway Dept.	624-6444
x	Mr. Guy Chabot	Manchester Water Works	624-6494
	Mr. Chris Blue	Fire Department	669-2256
	Mr. Steve Morin	Fire Department	669-2256
	Mr. Mike Venti	Airport Authority	624-6539 X318
	Mr. Jim Hoben	Traffic Department	624-6580
	Mr. Jody Rivard	Manchester Fire Dept.	669-2256
	Mr. Chuck Deprima	Parks & Recreation Dept.	624-6565 X315
x	Mr. Matt Wietecha	Verizon	645-2703
	Mr. Terry Harlacher	Planning Department	624-6450
x	Ms. Betty Hackett	Verizon	645-2713
x	Mr. Jim Findlay	Keyspan	231-4970
x	Mr. Mike Jolin	MHRA	624-2111
	Mr. Frank Carey	Comcast	633-4266
	Mr. Tim Dent	Comcast	679-5695 X1013
	Mr. Wayne Hackett	Verizon	645-2707
	Mr. Allen Poullos	Keyspan	641-0234
	Mr. Harold Beaubien	PSNH	882-5894
x	Mr. Jim Mason	Traffic Department	624-6580

**NOTE:** NEW projects for the month will be *italicized/bold* printed.





Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

November 7, 2005

Honorable Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: YDC Task Force*

Honorable Board Members:

At the request of the Mayor, I am serving on the State's YDC Task Force. The goal of the task force is to identify future use of both buildings and land that will become excess to their needs with the completion of the new Architecturally Secure building.

I will be exploring with the Task Force two possible City uses. One is the potential for additional recreational ballfields (the Parks Master Plan will be complete in the near future and will identify additional recreational needs). The second is the potential use of one of the excess buildings for a Training Center for Public Safety and Emergency Operations. There is a need for additional space for these purposes by both the Fire and Police Departments.

The next meeting of the Task Force is scheduled for November 14. If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning & Community Development



**CITY OF  
MANCHESTER  
EMPLOYEES'  
CONTRIBUTORY  
RETIREMENT  
SYSTEM**

1045 ELM ST. • SUITE 403  
MANCHESTER, NH 03101-1824  
PHONE (603) 624-6506  
FAX (603) 624-6342

RECEIVED  
MANCHESTER, NH / CLERK

Honorable Board of Mayor & Aldermen  
C/O Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

'05 OCT 31 12:36

October 28, 2005

Honorable Members:

I am writing to inform you that the Manchester Employees' Contributory Retirement System's has sought sponsorship in the New Hampshire Senate for three pieces of legislation in the 2006 session of the legislature. Two pieces of legislation are housekeeping measures which are needed to allow the plan to operate in a more efficient manner. None of the amendments sought in either of these two legislative initiatives will impact the cost of the operation of the plan or affect the City's funding obligation. For that reason, neither of those housekeeping initiatives will require a referendum vote on a City ballot however we are seeking the concurrence of the Board of Mayor and Aldermen on each of the housekeeping bills so that the legislature will know that local authority has not been circumvented.

A third piece of legislation has been sought as a corrective measure on a previously enacted bill which is suspected of being in conflict with Federal regulations. SB-402 which became law as Chapter 159 in 2004 was identified as being possibly problematic after it was ratified by City voters in the fall of 2004. I must stress that we are still uncertain whether the provisions of that act are actually problematic because we have yet to receive a Private Letter Ruling requested of the Internal Revenue Service in February of 2005 to settle that question. This third legislative action has been requested as a placeholder so that existing language in Chapter 159 can be amended to eliminate any provisions which a Private Letter Ruling might identify as inappropriate. Even minor modification to Chapter 159 could have cost ramifications to the City but until we know the extent of possible IRS concerns and can obtain an actuarial cost associated with required changes, we cannot begin to estimate the fiscal impact. Since there would be a definite cost change, this bill will need to be ratified by the voters of Manchester as a referendum issue in the fall of 2006, assuming the measure passes in the legislature. Since the nature of this bill requires referendum, a vote of the Board of Mayor and Aldermen is not required. In the event that a favorable Private Letter Ruling is received which will allow Chapter 159 to move ahead as enacted, this corrective placeholder will be withdrawn. That may also need to be done if no reply is received from the IRS by a certain point in the legislative season in which case, a similar measure may be needed in 2007.

You have been provided with drafts of all three pieces of legislation and I will be happy to appear before you to answer questions on any of these proposed legislative bills.



Gerard E. Fleury – Executive Director  
Manchester Employees' Contributory Retirement System

cc: MECRS Board of Trustees



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This bill is a simple housekeeping measure designed to reinforce a present practice being carried out under Rulemaking Authority. We are seeking to elevate that authority to the statutory level on a recommendation from counsel.

**THIS BILL WILL NOT REQUIRE A  
REFERENDUM ON A CITY BALLOT.**



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FOR INTRODUCTION

2006 SESSION

AN ACT relative to acceptance of tax sheltered fund from certain qualified plans for members of the Manchester employees' contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill establishes a statutory basis for a program presently being operated under an administrative rule for members of the city of Manchester employees' retirement system. The provisions of this bill are subject to prior approval by the Board of Mayor & Aldermen in the city of Manchester.

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Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through~~].

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Six*

AN ACT relative to acceptance of certain tax sheltered funds for members of the Manchester employees' contributory retirement system.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 New Section; Manchester Retirement System; Acceptance of Certain Tax Sheltered Funds for Allowable Service Purchases. Amend 1973, 218, as amended by 2002, 194, by inserting after section 29 the following new section:

218:30 Acceptance of Certain Tax Sheltered Funds.



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- I Acceptance of Funds. For the purposes of funding a service buyback in accordance with Chapter 218:10,III, 218:10, IV and Administrative Rule 2.6, the Manchester Employees' Contributory Retirement System may accept a trustee to trustee transfer of funds from a retirement plan that is tax-qualified as described in Section 401(k), 403(b) or 457 of the United States Internal Revenue Code of 1986, as amended. Any such transfers shall be limited to the amount necessary for a service buyback as determined by the retirement System in accordance with Chapter 218:10,VI.
- II Subject to provisions. The provisions of this section shall be subject to all provisions of Chapter 218 Laws of 1974, as amended, in conformity with applicable provisions of the United States Internal Revenue Code of 1986, as amended.
- III Service Credit Purchases. Service credit purchased under this section shall be creditable service for the purpose of eligibility for retirement and other benefits under Chapter 218 Laws of 1974, as amended.
- IV Buybacks disallowed. A service buyback will not be allowed if the service buyback would violate Section 415(n) of the Internal Revenue Code of 1986, as amended.
- V Applications. Service buybacks made pursuant to this rule shall comply with all informational requirements appearing on the "Application for Acceptance of Tax Sheltered Funds for Service Buybacks" which is provided by the Retirement System.

2 Effective Date. Section 1 of this act, shall take effect upon its passage.



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This bill is a collection of housekeeping issues which will ensure spousal protection, refine demographics of the Pension Board, eliminate a needless waiting period associated with service buybacks, and improve pension portability options. None of these measures will affect costs to the City.

**THIS BILL WILL NOT REQUIRE A  
REFERENDUM ON A CITY BALLOT.**



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**FOR INTRODUCTION**

2006 SESSION

AN ACT relative to the city of Manchester's contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill makes minor housekeeping refinements to the contributory retirement system of the city of Manchester originally established in 1973, 218. The provisions of this bill are subject to prior approval by the Board of Mayor & Aldermen in the city of Manchester.

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Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears ~~[in brackets and struck through.]~~

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Six*

AN ACT relative to the city of Manchester's contributory retirement system.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Employees to Whom the Act Applies. New Section. Amend 1973, 218:4, as amended by 2002, 194, by inserting after part XX the following new section:



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**218:4 Definitions.**

XXI. "Spousal acknowledgment" means a written recognition, signed by a member's spouse, of the benefit payment plan selected by the member under the provisions of Chapter 218:11 II, Chapter 218:12, Chapter 218:14, & Chapter 218:15 that is filed with the retirement system on a form prescribed by the board of trustees at the time of retirement.

2 Restructuring of Board Dynamics. Amend 1973, 218:5, as amended by 2002, 194, as noted:

**218:5 Retirement Board Personnel and Powers.**

I. Management of the retirement system shall be vested in the retirement board consisting of 7 members, composed as follows: the city finance director; a person appointed by the board of aldermen, 2 citizens of the city, one appointed by the mayor, one elected by the employee members, neither of whom shall be an officer or employee of the city or a member of any commission of the city; [2] 3 members who are employees of the city, who are members of the retirement system and who shall be elected by the members. All members, including retired members and members with deferred benefits shall be permitted to vote in the elections for the board positions. Spouses of deceased members shall not be permitted to vote in the elections for the board positions. ~~[The mayor shall be an ex-officio member of the board who shall have a vote only to break a tie.]~~

II. The finance director shall serve as a member of the retirement board during his or her term of office. ~~[The mayor shall serve as a member of the retirement board during his or her term of office.]~~ The member of the retirement board appointed by the board of aldermen shall serve a term of one year from the effective date of this act, provided his or her successors shall be appointed for 3-year terms and the term of office of each member shall continue until his or her successor is appointed and qualified. The citizen appointed by the mayor shall serve a term of 2 years from the effective date of this act, provided his or her successors shall be appointed for terms of 3 years and the term of office of each such member of the board shall continue until his or her successor is appointed and qualified. The [2] 3 members of the board who are employees of the city shall be elected for terms of one year and 2 years respectively from the effective date of



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this act, provided their respective successors shall be elected for 3-year terms and the term of each office of each such member of the board shall continue until his or her successor is appointed and qualified. The citizen member of the board elected by the employees shall be elected for a term of 3 years from the effective date of this act, provided that his or her successors shall be elected for 3-year terms and the term of office for such member of the board shall continue until his or her successor is elected and qualified. The members of the retirement board shall serve without compensation. Employees of the retirement system are prohibited from serving on the retirement board.

III. A majority of voting members of the retirement board (4 members) shall constitute a quorum for the transaction of retirement board business. [~~; however, the mayor, as an ex-officio non-voting member of the retirement board shall not be counted towards such quorum.~~] Retirement board meetings cannot begin, nor can business be transacted, until the chairperson ascertains a quorum is present. For the purposes of a retirement board meeting, until a quorum is present, no debate or motion shall be in order except to recess to locate absent members of the board. All matters coming before any meeting of the retirement board or its committees shall be decided by a majority of those retirement board members present and entitled to vote, a quorum being ascertained. Proxies shall not be permitted for voting or for obtaining a quorum.

IV. In the event of a vacancy on the retirement board, such vacancy shall be filled in the same manner as the member to be succeeded was appointed or elected and for the remainder of the unexpired term. Any person who is vacating a trustee position on the board may, if the trustee's circumstances permit, continue to represent the membership as a trustee for a period not to exceed 6 months, or, until a successor is appointed or elected, whichever period is shortest.

3 Employees to Whom the Act Applies. Amend 1973, 218:10, III, as amended by 2002, 194:1, to read as follows:

**218:10 Service Credit and Service Buybacks.**

III. A member who ceases to be a member, withdraws his or her member contributions pursuant to section 11 of this act, and later becomes a member again, may make a request after the member's return to city employment for service buyback of prior service credit for the previous time served as a member. [~~No benefits other than the right to withdraw member contributions pursuant to section 11 of this act shall accrue with respect to such previous period of service until~~



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~~the member shall have completed 5 years of continuous service in the current period of employment.]~~ If a service buyback is not made, the member's benefit shall be based solely on the member's years of service and final average earnings after the break in service.

4 New Section; Manchester Retirement System; Permissive Service Purchases for Service Withdraw from other Qualified Public Employee Retirement Plans. Amend 1973, 218, as amended by 2002, 194, by inserting after section 30 the following new section:

**218:31 Credit for Service in other public retirement systems.**

I. Notwithstanding any provision of Chapter 218 to the contrary, any member of the Manchester Employees' Contributory Retirement System, in service on or after June 30, 2006, who was formerly a member of a public employees' retirement system elsewhere in the United States, shall be allowed to purchase credit for such service as creditable service in the Manchester Employees' Contributory Retirement System; provided, however, that creditable service in the Manchester Employees' Contributory Retirement System which is purchased under this paragraph shall not be deemed creditable service for the purpose of eligibility for medical and surgical benefits as a retired employee under Chapter 218:28. For such members, only creditable service performed in the City of Manchester as a member of the Manchester Employees' Contributory Retirement System shall be counted as creditable service for the purpose of eligibility for medical and surgical benefits as a retired employee under Chapter 218:28. For the purposes of this section, "public employees' retirement system" shall include any retirement system established and maintained by the United States government, the members of which are federal government employees. For the purposes of this section, any military service not otherwise authorized pursuant to Chapter 218:10, I shall not be included as creditable service in a public employees' retirement system. The member shall meet the following conditions:

- (a) The member has terminated employment and active membership in the other public system and has become a member of the Manchester Employees' Contributory Retirement System; and
- (b) The member applies for service credit, on a form designated by the board; and
- (c) The member provides such information and certification from the other public employer and other public retirement system as the board may require; and
- (d) The member pays to the Manchester Employees' Contributory



H

Retirement System the full cost for buy-in of creditable service as provided in Chapter 218:10, IV, including prepayment of any actuarial calculation fee as determined by the board; and

(e) The amount of creditable service purchased shall be either the full length of service rendered in the other system or a pro-rata portion of such service purchasable with the maximum amount which the member is permitted to withdraw from the other system; and

(f) In no case shall the creditable service purchased exceed the service time rendered in the other public system, or include any service period for which the member remains eligible for benefits in the other public system.

II. Upon certification by the Manchester Employees' Contributory Retirement System of eligibility for other public system service credit, and upon payment by the member of the cost of such credit, and with the approval of the board of trustees, the member shall receive credit for such other public system service.

III. In no case shall other public plan service purchased as creditable service in the Manchester Employees' Contributory Retirement System under the provisions of this section be deemed to be creditable city service for the purposes of eligibility for longevity or other benefits solely within the discretion of the City of Manchester.

5 Effective Dates. Sections 1, 3 and 4 of this act, shall take effect upon its passage. Section 2 of this act shall take effect with the beginning of term following the next Mayoral Election in November, 2007.



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This bill may be needed to correct conflicts between benefit provisions enacted by SB-402, Chapter 159 Laws of 2004, which after their enactment were suspected to be in conflict with certain Internal Revenue regulations. The provisions of Chapter 159 have been placed on hold pending receipt of a Private Letter Ruling from the IRS. If the IRS does not rule favorably on Chapter 159's provisions, this bill will be used to correct the portion of that Chapter which the IRS has deemed problematic. Should the IRS find favorably on Chapter 159, this bill will be withdrawn. THIS BILL WILL REQUIRE A REFERENDUM ON A CITY BALLOT AS IT WILL LIKELY AFFECT THE CITY'S PENSION COSTS.



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**FOR INTRODUCTION**

2006 SESSION

AN ACT relative to the city of Manchester's contributory retirement system.

SPONSORS:

COMMITTEE: Insurance

ANALYSIS

This bill makes technical corrections to previously established benefits for members of the city of Manchester employees' retirement system which conflict with Internal Revenue Service regulations as presently adopted. The provisions of the bill are subject to a referendum vote in the city of Manchester.

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Explanation: Matter added to current law appears in ***bold italics***.

Matter removed from current law appears [~~in brackets and struck through~~].

Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

*In the Year of Our Lord Two Thousand Six*

AN ACT relative to the city of Manchester's contributory retirement system.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

1 Employees to Whom the Act Applies. Amend 1973, 218:12 VI, as amended by 2002, 194, and 2004, 40 as follows:



14  
**218:12 Retirement Benefits.**

VI. Prior to a member's termination of employment, a member may elect, under rules of the board, to receive a retirement benefit of 2 percent of the member's average final earnings for all years of service or any portion thereof, provided that ~~[the member shall be responsible for payment of 50 percent of the benefit based on methods and assumptions adopted by the board]~~ ***the member shall be responsible for any portion of the benefit not deemed to be in conflict with Section 415(n) or with other sections of the Internal Revenue Service Codes.*** The retirement system shall be responsible for the payment of the remaining ~~[50 percent of the]~~ ***cost associated with the*** retirement benefit based on methods and assumptions adopted by the board.

2 Referendum. At the election to be held in the city of Manchester in September or November, 2006, the city clerk then in office shall cause to be included on the ballot the following statement and question: "A contributory retirement plan for city employees was adopted by the voters of Manchester at the November 1973 election. The plan became effective in January 1974, and now, technical corrections to a previously approved benefit improvement are requested. Are you in favor of the passage of an act of the General Court of 2006, amending the city of Manchester employees contributory retirement system to eliminate existing statutory provisions which have been deemed to conflict with certain Internal Revenue Service rules?" Beneath this statement and question shall be printed the word "Yes" and the word "No" with a square immediately opposite such word in which the voter may indicate his or her choice. If a majority of the voters present and voting on the question shall signify their approval thereof, this act shall be declared adopted effective upon passage, except as otherwise provided within the act. The city clerk shall, within 10 days after said election, certify to the secretary of state the result of the vote on the question.

3 Effective Date. Section 1 of this act, shall take effect upon its passage.





Comcast Cable  
200 Cresson Boulevard, P.O. Box 989  
Oaks, PA 19456

RECEIVED  
MANCHESTER CITY CLERK

05 OCT 18 P 3:33

October 14, 2005

Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, N.H. 03101

Dear Mayor and Aldermen:

Enclosed is the Comcast franchise fee payment for the third quarter of 2005, along with a backup detailed accounting sheet. If you have any questions regarding this payment, please feel free to contact me at 603-889-1363 ext. 3014.

Sincerely,

Bryan Christiansen  
Manager of Government & Community Relations

Enclosed:

Check #239510406, \$294,790.17





COMCAST FINANCIAL  
AGENCY CORPORATION  
A Comcast Cable Communications Group Company  
Eastern Division  
200 Cresson Blvd.  
Oaks, PA 19456

# REMITTANCE ADVICE

No. 239510406

Date : 14-OCT-05

Vendor Name : MANCHESTER CITY OF

Vendor No. : 154772

INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
100605FF	06-OCT-05	2-MARC X1039 (QUARTERLY FRANCHI	0.00	294,790.17
TOTAL			0.00	294,790.17

THE FACE OF THIS DOCUMENT HAS A MULTI COLORED BACKGROUND - NOT A WHITE BACKGROUND



COMCAST FINANCIAL AGENCY CORPORATION  
A Comcast Cable Communications Group Company  
Eastern Division  
200 Cresson Blvd.  
Oaks, PA 19456



Bank One, NA  
Columbus, OH



No. 239510406

56-1544 / 441  
675528343

Date 14-OCT-05  
Void After 180 Days

\$

\*\*\*\*294,790.17

Pay Two Hundred Ninety-Four Thousand Seven Hundred Ninety Dollars And  
17 Cents\*\*\*\*\*

To  
The  
Order  
Of  
MANCHESTER CITY OF NH  
ONE CITY HALL PLAZA  
OFFICE OF THE MAYOR  
MANCHESTER, NH 03101  
United States

Authorized Signature

Authorized Signature

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW



COMCAST  
NORTHEAST REGION

*Handwritten mark resembling a stylized 'I' or '1'.*

CITY OF MANCHESTER  
Period: 7/01/05 - 9/30/05

Totals

**Totals By Service:**

Basic Service Revenue	\$ 4,261,858.38
Pay Service Revenue 1	\$ 692,896.93
Other Revenue 2	\$ 526,182.01
Digital Revenue	\$ 515,539.93
Late Fee Revenue	\$ 35,147.16
Subtotal	<u>\$6,031,624.41</u>

**Totals By Non Service:**

Leased Access Revenue	\$ 33,619.85
Less Bad Debt	\$ (169,440.96)
Subtotal	<u>(\$135,821.11)</u>

Total Gross Revenue **\$5,895,803.30**

Franchise Fee 3Q 05 (5%) **\$294,790.17**

Franchise Fee 3Q 05 Due **\$294,790.17**

- 1 - Pay Service includes all Pay Channels and Pay Per View Movie/Event revenue.  
2 - Other Revenue includes converter, remote, installation, TV Guide,  
wire maintenance and other misc. billing adjustments.

(If you have any questions regarding this payment, please call Marc Lockard at 610-650-1039).

Authorized Comcast Representative:

*Handwritten signature of Marc Lockard*  
\_\_\_\_\_

Date: 10/4/05

FORM B : COPY FOR TOWN (SUMMARY)



SYSTEM NAME: COMCAST OF NEW ENGLAND

FRANCHISE NAME: CITY OF MANCHESTER, NH

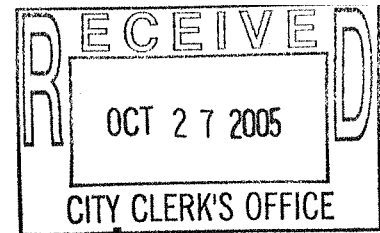
PAID TO: CITY OF MANCHESTER

TERM: 2005 QUARTERLY

Type	REVENUE Category	JUL 05	AUG 05	SEP 05	Total 3rd Qtr
Service	Basic Revenue	\$ 1,428,866.35	\$ 1,409,291.14	\$ 1,423,700.89	\$ 4,261,858.38
Service	Premium / Pay Revenue	\$ 234,266.54	\$ 231,584.79	\$ 227,045.60	\$ 692,896.93
Service	Other Revenue	\$ 178,253.37	\$ 175,607.52	\$ 172,321.12	\$ 526,182.01
Service	Digital Revenue	\$ 170,028.50	\$ 167,983.61	\$ 177,527.82	\$ 515,539.93
Service	Late Fee Revenue	\$ 11,651.91	\$ 11,590.35	\$ 11,904.90	\$ 35,147.16
<b>SUB TOTAL SUBSCRIBER REVENUE</b>		<b>\$ 2,023,066.67</b>	<b>\$ 1,996,057.41</b>	<b>\$ 2,012,500.33</b>	<b>\$ 6,031,624.41</b>
Non Service	Home Shopping Network	\$ -	\$ -	\$ -	\$ -
Non Service	Advertising Revenue (Local)	\$ -	\$ -	\$ -	\$ -
Non Service	Advertising Revenue (National)	\$ -	\$ -	\$ -	\$ -
Non Service	Advertising Revenue (Regional)	\$ -	\$ -	\$ -	\$ -
Non Service	Leased Access Revenue	\$ 11,094.84	\$ 12,448.11	\$ 10,076.90	\$ 33,619.85
Non Service	Bad Debt	\$ (36,777.82)	\$ (64,842.45)	\$ (67,820.69)	\$ (169,440.96)
<b>SUB TOTAL NON SUBSCRIBER REVENUE</b>		<b>\$ (25,682.98)</b>	<b>\$ (52,394.34)</b>	<b>\$ (57,743.79)</b>	<b>\$ (135,821.11)</b>
<b>TOTAL REVENUE</b>		<b>\$ 1,997,383.69</b>	<b>\$ 1,943,663.07</b>	<b>\$ 1,954,756.54</b>	<b>\$ 5,895,803.30</b>
<b>FRANCHISE FEE %</b>		<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>	<b>5.00%</b>
LOB 01	Cable franchise fee	\$ 101,153.33	\$ 99,802.87	\$ 100,625.02	\$ 301,581.22
LOB 36	Ad sales franchise fee	\$ (1,284.15)	\$ (2,619.72)	\$ (2,887.19)	\$ (6,791.06)
	Fee on Fee	\$ -	\$ -	\$ -	\$ -
	Less: \$0.15/Sub/Mnth	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FRANCHISE FEE DUE</b>		<b>\$ 99,869.18</b>	<b>\$ 97,183.15</b>	<b>\$ 97,737.83</b>	<b>\$ 294,790.17</b>

FORM A : COPY FOR TOWN (DETAIL)





October 25, 2005

***Via Certified Mail Return Receipt Requested***

Mayor/Board of Alderman  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

Dear Mayor and Members of the Board:

As part of our ongoing efforts to keep you informed about key aspects of our service, I would like to tell you about some important changes that will go into effect for a small number of our customers on December 1, 2005.

Effective December 1, 2005, a number of digital service packages that were instituted by our predecessors, AT&T Broadband and Cablevision, and which we have honored since we acquired the former AT&T Broadband and Cablevision systems, will no longer be available to customers who are currently receiving them. Unless we hear from these customers affirmatively expressing a different desire, they will automatically be moved to a Comcast digital package of equal or lesser cost on December 1<sup>st</sup>.

Some of the grandfathered digital packages contain premium channels. Customers will be instructed to contact Comcast prior to December 1<sup>st</sup> if they wish to continue viewing their current digital premium channels. Customers who do not contact Comcast by December 1<sup>st</sup> to select another package will be transitioned as described below. However, the transition may cause customers to lose some channels that were previously part of their subscription.\*

<u>CURRENT PACKAGE</u>	<u>PRICE</u>	<u>NEW PACKAGE/SERVICE</u>	<u>NEW PRICE</u>
Various or Multiple Digital Packages	Varies \$5.95+	Digital Classic	\$5.95
Digital Basic	\$3.50	Digital On Screen Program Guide	N/A**
Digital Plus	\$5.07	Digital On-Screen Program Guide	N/A**
Digital Preferred (2 Premium Channels)	\$22.07	*Digital Plus	\$10.95
Digital Preferred (All Premium Channels)	\$48.95	*Digital Platinum	\$46.95

\*Digital Plus and Digital Platinum do not include Bloomberg Television, Turner Classic Movies, BET on Jazz, Speed Channel, Oxygen, Outdoor Channel, Fox Soccer, fuse, Celticvision, or FxM. The referenced channels are contained in the Premier Pack at \$6.95 per month or \$4.00 per month with Digital Platinum. Digital Classic and Digital Plus do not contain HBO, Cinemax, Showtime, The Movie Channel or Starz, so customers may no longer receive those premium services, unless they contact Comcast to select another package.

\*\*Digital On-Screen Program Guide, which includes On-Screen Program Guide, Music Choice and Pay Per View Access, is a digital service that is provided at no additional cost.



Because this may result in a change in services, customers will have the following options:

- 1) Do nothing and on December 1st, the customer's digital service will change as described. The change will be reflected in the next monthly statement after December 1, 2005.
- 2) Contact a Customer Account Executive at 1-800-COMCAST (266-2278) to discuss available options.

All affected customers will receive a detailed customer notification regarding these service changes at least 30 days prior to the effective date.

Comcast is committed to offering the best value in home entertainment and investing in new technology to expand the programming services that we offer, including Comcast High Speed Internet, On Demand and High Definition Television. Should you have any questions about the information contained herein or about our services, please do not hesitate to contact me at 603-889-1363 ext. 3014.

Respectfully,



Bryan Christiansen  
Manager of Government and Community Relations

Enclosure



## Comcast Digital Cable

## Comcast High-Speed Internet

## Comcast Digital Voice

Getting connected to our products and services has never been easier. Simply call us 24-hours a day, 7 days a week, at 1-800-COMCAST or log on to [comcast.com](http://comcast.com)

Services subject to availability. Basic Service subscription is required to receive other levels of service. All services are available on Comcast's On Demand platform. Comcast reserves the right to change, modify, suspend, or discontinue services without notice. Comcast's On Demand services are subject to terms and conditions of Comcast Cable Subscriber Agreement. On Demand programs cannot be recorded with DVR. A high-definition television set (not for HDTV programming) can be recorded with DVR. HDTV programs can be paused up to 15 minutes. A Digital Cable Service subscription is required to receive DVR service. Service is not available to current or former Comcast customers with unpaid balances. Certain services with DVR are available separately or as a part of other levels of service. Equipment is required and equipment fees may apply. DVR recording time is limited. Upon service termination, all Comcast provided equipment must be returned to Comcast. In good condition, all Comcast provided equipment is required to be returned to Comcast. Comcast is available to residential customers in Comcast Digital Cable wired and serviceable areas only and requires subscription to a qualified Digital Cable Package and premium On Demand requires subscription to a corresponding premium channel. All On Demand selections subject to charge indicated at time of purchase. A digital cable box and remote control are required. Equipment charges may apply. On Demand programming is limited and subject to change. To receive HD features and benefits, an HD television (not provided), a digital cable box, remote control and other equipment are required. A monthly HDTV equipment charge may apply. Advanced claims include a 1-year warranty on equipment. HDTV programming is available to Comcast customers in Comcast Digital Cable wired and serviceable areas only. Programming charges are subject to change. \*\*\*Speed compressors are for downloads only and are compared to 50Mbps up to 100Mbps down. Actual speeds may vary and are not guaranteed. Many factors affect download speed.

## Convenient Package Options with Comcast Digital Cable

- A variety of new entertainment and information channels
- Access to High-Definition programming
- 46 channels of music
- On-Screen Program Guide
- ON DEMAND

At Comcast we are constantly looking for new family products that offer you more control, and Comcast Digital Cable brings you more features. Video Recorder and HDTV.

Begin movies and shows when you want, with remote control to order a movie or program, Pause, rewind, and fast-forward whenever you want. VCR. Save your program to finish it later or record it.

To learn more about programs currently available, visit [comcast.com/whatsondemand](http://comcast.com/whatsondemand).

**>> Digital Video Recorder (DVR)**  
Comcast's new digital cable box with built-in DVRs. Some DVR's easily record up to 60 hours of programming and up to 13 hours of high-def programming. And, replay LIVE TV with pause, rewind, and fast forward. You can also record your favorite programming without tapes, VCR's, or a VCR.

**>> High-Definition ^ — Crystal Clear and Sound!**  
Comcast's new digital cable box with built-in DVRs. Some DVR's easily record up to 60 hours of programming and up to 13 hours of high-def programming. And, replay LIVE TV with pause, rewind, and fast forward. You can also record your favorite programming without tapes, VCR's, or a VCR.

Comcast makes it easy to enjoy a great selection of programming with your high-definition television. Sports, movies, and family shows and expert advice are all available on Comcast's HD service. Plus, Comcast offers you local and national news coverage on Comcast's HD service. CBS, FOX and NBC in HD where available with Comcast's HD service. There is no need to buy expensive equipment to enjoy Comcast's HD service. Comcast's HDTV cable box and Comcast's HDTV service are available for rent. To learn more about programs currently available on Comcast's HD service, visit [comcast.com/whatsondtv](http://comcast.com/whatsondtv).

**For interactive demonstrations  
and HDTV, visit comcast.com**

**1-800-COMCAST**  
(266-2278)  
comcast.com

[illegible]



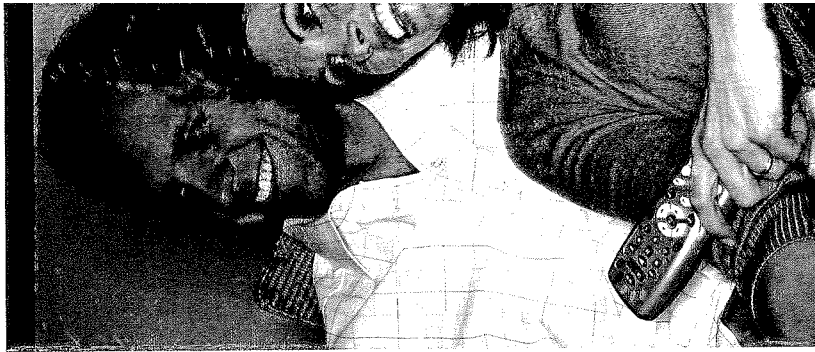
**Cable TV equipment required.** Call for complete details. To connect Digital Voice service from providers in limited areas. Unlimited Package pricing applies to direct dial domestic calls from landline. Plan does not include international calls. Equipment charges may apply. Additional long distance services may apply. Pricing shown does not include federal, state or local taxes and surcharges. Service available in select markets only. ©2006 Comcast Cable Communications, Inc. All rights reserved.

## Professional Installation (up to 5 devices).....\$149.99

**customer self-installation.** Self installation kit may not be available in all areas. Customer responsible for installation of software, Ethernet device, and connection of computer to cable modem. Premium installation limited to standard installation of one computer in one data outlet. Ethernet device may be required for service and is available at extra cost. Computers can be purchased through Comcast or at select retail locations. Comcast's standard charges apply to the underlying bundled service and are in addition to prices shown \*\*. Comcast speeds range from 4 Mbps to 8 Mbps download speed (maximum upload speed from 384Kbps to 768Kbps respectively). Comcast High-Speed Internet speed received and respective pricing will vary depending upon many factors affect download speed. For restrictions, minimum requirements and details about our services, call 1-800-COMCAST. \*Comcast Home Networking will let you connect up to 5 PCs or IP devices to the internet at one time. Computers using a wireless connection must be within 150 feet of the gateway. Certain devices using radio frequency, (including 2.4GHz cordless phones and microwave ovens), may interfere with or disrupt internet connections. Comcast Home Networking service is only available to Comcast High-Speed Internet customers. Based on industry based comparisons ranging between two or more A-rated ISPs. Regular service and equipment charges apply. Equipment, including a gateway which may be purchased from Comcast or leased at Comcast's standard prices (currently \$5 per month) required. Leased equipment must be returned to Comcast if service is cancelled. Additional equipment may be required. You will have the ability to add 4 additional PCs for a total of 5 networked PCs per household. Wireless cards are required for adding computers beyond the 5 included. Installation charges are additional. Serviceable areas only. Comcast does price listing pricing) or at retail. (Installation charges are additional.)

**Call 1-800-COMCAST today to customize a bundle package solution that is right for you.**

month for the first 12 months of service for Comcast Digital Voice and Comcast High-Speed Internet. Regular rates apply after promotional period (Comcast Digital Voice currently \$39.95/month per month for customers that have both Comcast Digital Voice and Comcast High-Speed Internet service; Comcast High-Speed Internet currently \$42.95/service) per month for customers that have Comcast Cable or Comcast Digital Voice Equipment (Installation charges are flexible; modest or \$5 monthly lease (home networking gateway)) and Comcast services available for all Comcast Serviceable Areas and Comcast High-Speed Internet limited availability. Additional restrictions may apply to certain areas and Comcast High-Speed Internet speeds may vary by location for all Comcast Serviceable Areas and Comcast High-Speed Internet. Prices vary based on level of subscription to other Comcast products. Comcast Digital Voice Service is available in limited areas. Unlimited Package pricing applies to direct-dial domestic calls from home. Plan does not include international calls. Pricing shown does not include regulatory recovery fee, which is not a tax or government-required, or other applicable charges (e.g., per call charges). Comcast High-Speed Internet: 7Mbps download / 1 Mbps upload. Maximum speeds limited to 40Mbps (64Kbps upstream) or 8Mbps (768Kbps upstream), depending on service type. High-speed internet service is not available in select areas. Comcast High-Speed Internet service may vary by location. Comcast High-Speed Internet service is subject to change without notice. All services may be purchased through Comcast or through a local retail location for an additional fee. All Services Offered available to non-residential customers located in Comcast serviceable areas that select Comcast for all their home calling needs and Internet service. Pricing shown does not include federal, state, or local taxes and fees. Equipment charges may apply. Installation changes are additional. Prices subject to change. Offer may not be combined with any other offer. Services are subject to limitations and conditions of Comcast's standard agreements and other applicable terms and conditions. Restrictions apply. Call for details. ©2010 Comcast Cable Communications LLC. All rights reserved. FOLLOWING THE PROMOTIONAL FEES WITHIN OUR PERIOD, COMCAST'S STANDARD SERVICE, SERVICE AT THE END OF THE PROMOTIONAL AND SATISFACTORY PERIOD BY CALLING 1-800-COMCAST AND REQUESTING SERVICE CANCELLATION.



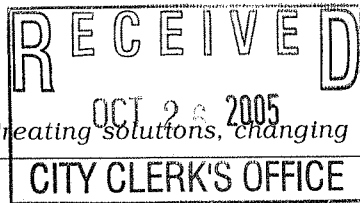
**More Choice  
More Control**

Comcast Digital Cable  
Comcast High-Speed  
Comcast Digital Voice





**Larry J. Gammon**  
President



*Creating solutions, changing lives.*

**RECEIVED**

OCT 25 2005

**MAYOR'S OFFICE**

K

**Easter Seals**

**New Hampshire**  
555 Auburn Street  
Manchester, NH 03103-4800  
603.623.8863 phone/tdd  
603.625.1148 fax  
[www.eastersealsnh.org](http://www.eastersealsnh.org)

October 20, 2005

Robert Baines, Mayor, City of Manchester  
Aldermanic Board, City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Mayor Baines and Aldermanic Board,

Thank you for your very generous gift of \$3,000.00 to help defray the cost of our recovery process caused by the flood to our building on Auburn Street. There was a tremendous amount of damage and our programs have felt the brunt of it. Your contribution will assist us in resuming our operations to serve people with disabilities and special needs as quickly as possible. During this time of crisis, it is especially heartwarming to receive gifts such as yours.

Please know that your gift will make a real difference to the children and adults we serve. Thank you for your support at this time of need.

Sincerely,

Larry Gammon  
President & CEO





# CITY OF MANCHESTER

## Manchester Economic Development Office



October 18, 2005

Board of Mayor and Aldermen  
C/o City Clerk's Office  
One City Hall Plaza  
Manchester, NH 03101

Honorable Members of the Board:

At its regular monthly meeting on August 12, 2005, the members of the Manchester Development Corporation voted to approve a grant of \$15,000 from the MDC Restricted Marketing Account in support of the marketing plan presented by Paul Borek, Economic Development Director.

The funds in the Restricted Marketing account are private sector contributions donated to the Greater Manchester Development Corporation in the early 1990s for the purpose of undertaking a marketing initiative. Due to changes in the structure and staffing of GMDC shortly thereafter, these funds have never been utilized as envisioned to support marketing activities for the City of Manchester. The companies who donated these funds were given the offer of having them returned at the time of the GMDC-MDC transition; most responded that the funds could be kept by MDC for future marketing purposes only.

The aggressive marketing plan prepared by Paul Borek will require securing funding beyond that included in the budget for the Manchester Economic Development Office, and the Manchester Development Corporation wishes to assist the City as it promotes Manchester to the outside world. We believe new tax revenues and jobs will result from these efforts.

The Manchester Development Corporation asks the concurrence of the Board of Mayor and Aldermen with our commitment to provide these funds to the new marketing initiatives of the Manchester Economic Development Office.

Very truly yours,

William N. Sirak  
Chairman  
Manchester Development Corporation



# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Six Hundred Thousand Dollars (\$3,600,000) for the 2006 CIP 711806, CSO Crescent Road Basin Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Three Million Six Hundred Thousand Dollars (\$3,600,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

<u>Purpose</u>	<u>Amount</u>
2006 CIP 711806, CSO Crescent Road Basin	\$3,600,000

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.





# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Three Million Six Hundred Thousand Dollars (\$3,600,000) for the 2006 CIP 711806, CSO Crescent Road Basin Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.



# City of Manchester New Hampshire



*In the year Two Thousand and Five*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Five Million Three Hundred Thousand Dollars (\$5,300,000) for the 2006 CIP 711906, CSO Poor/Schiller Street Area Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Five Million Three Hundred Thousand Dollars (\$5,300,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

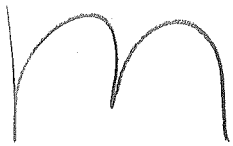
<u>Purpose</u>	<u>Amount</u>
2006 CIP 711906, CSO Poor/Schiller Street Area Project	\$5,300,000

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.





# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

“Authorizing Bonds, Notes or Lease Purchases in the amount of Five Million Three Hundred Thousand Dollars (\$5,300,000) for the 2006 CIP 711906, CSO Poor/Schiller Street Area Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.



# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

“Amending the FY2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Seventy Five Thousand Dollars (\$175,000) for FY2006 CIP 612506 Energy Efficiency Improvement Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding to low-income City residents to effect energy efficiency improvements and/or weatherize their homes/apartments thereby reducing energy costs and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

**By adding:**

FY2006 CIP 612506 Energy Efficiency Improvement Project - \$175,000

**By decreasing:**

Affordable Housing Trust Fund - \$175,000

Resolved, that this Resolution shall take effect upon its passage.



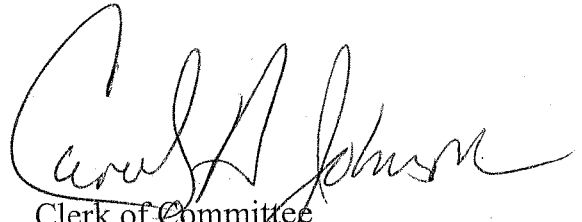
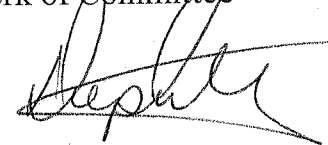
○

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized the Facilities Division to get a cost estimate to clean the bricks in the gymnasium at Memorial High School.

(School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)

Respectfully submitted,

  
Clerk of Committee  




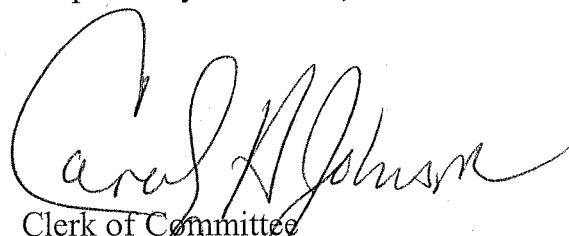
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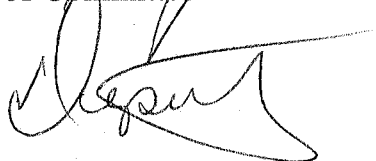
**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized the Facilities Division to get a cost estimate to fix the sound attenuation problem at Parkside Middle School.

(School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)

Respectfully submitted,

  
Clerk of Committee





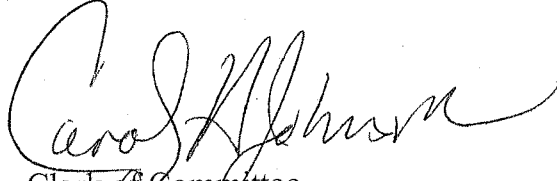
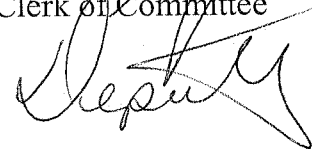
Q

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that they have authorized the replacement of four makeup air units at Highland Goffe's Falls School.

(School Committee Members Herbert, Langton, Beaudry, Perry and Aldermen Porter, DeVries and Thibault voted yea; School Committee Member Kelley and Alderman Garrity were absent; Alderman Roy was absent at the time of vote.)

Respectfully submitted,

  
Clerk of Committee  




7

To: Board of Mayor and Aldermen

From: Mayor Robert Baines

Re: Nominations

Date: October 18, 2005

---

I am nominating the following individual(s) to serve on the following board(s), commission(s), or authority(ies)

**Planning Board**

Richard E. Molan to fill the unexpired term of Mark Isenberg, term to expire May 1, 2006.



7

**RICHARD E. MOLAN**  
**125 Tennyson Drive**  
**Manchester, NH 03104**

Cook & Molan, P.A.  
100 Hall Street  
P.O. Box 1465  
Concord, NH 03302-1465  
(603) 225-3323  
Partner and President (1985 - present)

Areas of practice:    Labor & Employment  
                             Municipal and Administrative Law  
                             Land Use Development

Admitted:    New Hampshire Courts  
                 United States District Court for New Hampshire  
                 United States Circuit Court of Appeals for First Circuit  
                 United States Court of Appeals for Federal Circuit

Honors:        Fellow, College of Labor and Employment Lawyers

Listed in:     Best Lawyers in America

New Hampshire Public Employee Labor Relations Board  
Concord, NH 03301  
Member, 1986 - Present

1970-1985  
State Employees' Association of New Hampshire, Inc.,  
SEIU, Local 1984  
Assistant Executive Director/Chief Negotiator, 1970-1985

Special Legislative Commission on Social Security (1982)

Governor's Select Committee on Career and Incentive Awards (1980)

Co-Chair: SEA - State of New Hampshire, Labor Management Committee (1981-1985)



# City of Manchester New Hampshire

*In the year Two Thousand and* Five

## AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Development Coordinator) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Development Coordinator, Class Code 1375, Grade 21

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Development Coordinator, Class Code 1375, Grade 21  
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

128  
20



12/20  
DRAFT



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Development Coordinator
<b>Class Code Number</b>	1375-21

### General Statement of Duties

Develops, plans, coordinates and implements short and long term action plans and projects to create public/private sector partnership opportunities; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to create economic development through the development, planning, and coordination of public/private partnerships with business/building owners. The work is performed under the supervision and direction of the Economic Development Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Aldermen, other City employees, business and community groups, business owners, developers, Chamber of Commerce, state and federal officials, and representatives of the media and public. The principal duties of this class are performed both in a general office environment and at on-site locations throughout the City.

### Examples of Essential Work (illustrative only)

- Develops short and long term action plans and projects to create public/private sector partnership opportunities;
- Coordinates planning, funding, design, publicity and construction activities among appropriate private sector interests, as well as among local, state and federal departments and agencies;
- Develops programs related to the redevelopment of buildings for commercial and residential space;
- Prepares and submits public/private grant applications;



12  
+ 20

- Analyze, assess, and monitors current downtown and inner-city commercial, housing and neighborhood improvement activities and provides information for use in development projects;
- Researches and develops new private/public funding sources, instruments and programs for improvement projects;
- Advocates and coordinates support for new development projects;
- Develops and maintains relationships with property owners and realty companies to establish a full range of complimentary services, trades and goods;
- Develops, directs and designs activities to promote and establish the downtown area as a destination which combines consumer activities with entertainment and recreation;
- Interfaces with local lending institutions to develop and direct innovative lending pools and programs for progressive redevelopment initiatives;
- Acts as liaison to state and federal government officials in promoting the City and its various revitalization activities;
- Provides information through research for use in marketing and City development projects;
- Performs other marketing and economic development activities as assigned by the Economic Development Director;
- Keeps the Economic Development Director and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Thorough knowledge of the principles and practices of marketing, public relations and community and economic development program operations, activities and programs as applied within an urban environment;
- Thorough knowledge of state and federal urban revitalization, related grants and loans, (ex. CDBG & Section 108);
- Substantial knowledge of business administration and real estate fundamentals, procedures and practices;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to establish and maintain effective working relationships with others;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to train, motivate, schedule, supervise and evaluate the work of others;



- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of management, administrative and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Community and Economic Development, Business Administration or related field; and
- Considerable experience in municipal economic development, planning operations and marketing, including the preparation of successful state and federal grant applications; or
- Two additional years of required work experience may be substituted for the Master's degree.

#### Required Special Qualifications

- Must possess a New Hampshire Driver's License.

#### Essential Physical Abilities

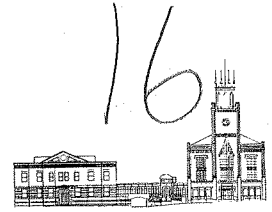
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, that permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, that permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, that permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, that permits the employee to access work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





## CITY OF MANCHESTER Board of Aldermen



Memo To: Thomas Clark, City Solicitor  
Ronald Ludwig, Director, Parks Recreation & Cemeteries

From: Alderman Ted Gatsas

Date: November 8, 2005

Re: MCAM – Use of JFK

It has come to my attention that MCAM is utilizing the JFK facility to transmit signals. I am questioning what the liabilities of this use may be and where the authorization for such use came from.

It would be appreciated if a report regarding this matter could be provided to the Board at its November 15<sup>th</sup> meeting.

C: Board of Mayor and Aldermen





**City of Manchester  
Office of the City Solicitor**

One City Hall Plaza  
Manchester, New Hampshire 03101  
(603) 624-6523 Fax (603) 624-6528  
TTY: 1-800-735-2964  
Email: [solicitor@ci.manchester.nh.us](mailto:solicitor@ci.manchester.nh.us)

Thomas R. Clark  
City Solicitor

Thomas I. Arnold, III  
Deputy City Solicitor

Daniel D. Muller, Jr.  
~~Kenneth R. Bernard~~  
Michele A. Battaglia  
~~Marc van Zanten~~

November 9, 2005

Leo R. Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: **Bedford-Manchester-Londonderry-Litchfield-Merrimack DPR-F-0047(001), 11512**  
**Manchester Airport Access Road**  
**55,158-815**

Dear Leo:

Enclosed please find a copy of a letter dated October 28, 2005, addressed to Joan Porter, Tax Collector from William Dusavitch, Right-of-Way Agent for the State Department of Transportation for referral to the aldermen for their consideration.

If you have any questions, please feel free to contact me.

Very truly yours,

Thomas R. Clark  
City Solicitor

TRC/hr  
Enclosure





2005-163

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CAROL A. MURRAY, P.E.**  
*Commissioner*

**JEFF BRILLHART, P.E.**  
*Assistant Commissioner*

October 28, 2005

**RECEIVED**

NOV 01 2005

CITY SOLICITOR'S OFFICE

**Re: Bedford-Manchester-Londonderry-Litchfield-Merrimack DPR-F-0047(001), 11512**  
**Manchester Airport Access Road**  
**55,158- 815**

Dear Ms. Porter:

As you may know, the New Hampshire Department of Transportation has proposed improvements to the transportation system in the vicinity of the Manchester Airport. As part of this effort, property owned by the City of Manchester is being affected by the proposed construction and its mitigation.

At this time I wish to introduce myself as the individual responsible for coordinating and accomplishing the acquisition of the property rights needed to allow this construction to occur. The Bureau of Right of Way will also be contacting other owners whose property is affected by this project.

As part of this project, the Department needs to acquire the following property from the City of Manchester for this construction:

0.69 acres of property.

As a basis for this offer, The Department has contracted Evergreen Appraisals to complete an appraisal to determine the value of compensation based on the impacts of the project. A copy of this appraisal is enclosed for your review.

Using this appraisal, the Department offers the sum of \$27,000 for the purchase of the above mentioned property in fee. Should you find the offer acceptable, please sign the appropriate Offer & Agreement form enclosed and return the white copy to me at the Right-of-Way Bureau using the enclosed self addressed stamped envelope. The yellow copy is for your records. I will prepare the appropriate documents for your signature and request the check for payment be prepared. Once these are ready, I will contact you regarding the actual signing of the documents and delivery of the payment. However, if the offer is unacceptable, please contact me as soon as possible to discuss your concerns.

For your records I have also enclosed a booklet entitled "Public Projects and Your Property". In addition, an IRS Real Estate Transaction Report is enclosed for providing information to the Internal



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Revenue Service regarding this sale. It would be appreciated if you would please complete this IRS form and return it to me in the enclosed envelope.

If you feel that you would prefer to meet and discuss this project and its effects to the property, please feel free to contact me. I would be glad to schedule a meeting with you to answer any questions you may have regarding this project and the offer of compensation. For your convenience I have enclosed my business card. You may call me "collect" at (603) 271-3222 between the hours of 7:30 AM and 3:00 PM. A message can also be left on my voice mail by calling 271-8350 anytime.

I appreciate your taking the time to review this information and to consider the Department's offer. I am optimistic that we will be able to reach an agreement regarding this acquisition. I look forward to hearing from you.

Sincerely,



William J. Dusavitch,  
Right-of-Way Agent

Bureau of Right-of-Way  
JOM Building Room 204  
PO Box 483, 1 Hazen Drive  
Concord, NH 03302-0483  
Tel: (603) 271-3222 Fax: (603) 271-6915



# OFFER - AGREEMENT

Limited/Controlled access: No

LAND FILE/PARCEL #: 55,158 - 0815

NAME: CITY OF MANCHESTER

ADDRESS: 908 ELM ST, MANCHESTER, NH 03101

I/WE agree to accept **Twenty Seven Thousand Dollars (\$27,000.00)** in full satisfaction for all the damages occasioned by the required taking for highway purposes, with all the rights of access, air, light and view appurtenant thereto, and to execute when tendered, a deed/an easement/right of entry to the State of New Hampshire for land affected by said highway as shown on a plan entitled **BEDFORD-MANCHESTER-LONDONDERRY-MERRIMACK DPR-F-0047(001) 11512** of the Department of Transportation.

I/We certify that I/we own said land subject only to mortgage/lien to: NONE

PROPERTY TAXES: I/We further understand that I am/we are entitled to a pro-rata payment for taxes and expenses for the transfer of the property.

ACQUISITION: 0.69+- OF AN ACRE RESIDENTIAL LAND

IN CONSIDERATION OF THE ABOVE THE STATE SHALL ALSO AGREE TO THE FOLLOWING:

RELOCATION: Eligible for a replacement housing payment? No

You are eligible for a replacement housing payment up to a maximum of \$0.00. This amount is to be paid only if this sum or a portion thereof is actually spent over and beyond the total award to purchase decent, safe and sanitary housing.

Award for Taking:	\$27,000.00
Severance Damage:	\$0.00
Total Award:	\$27,000.00

This award is based on a review and analysis of an appraisal of the property made by a qualified appraiser.

NO OBLIGATIONS OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED. For THE STATE OF NEW HAMPSHIRE (Subject to the approval of Governor and Council) By:

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Clerk: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

Date: \_\_\_\_\_



PLEASE RETURN TO: New Hampshire Department of Transportation, Right-of-Way Bureau, Room 100, J.O.Morton Bldg, P.O. Box 483, 7 Hazen Drive, Concord, NH 03302-0483. Telephone (603) 271-3222 Fax (603) 271-6915

Project Name/# : BEDFORD-MANCHESTER-LONDONDERRY-MERRIMACK 11512  
Acquisition Desc: LAND Closing Date:  
Misc Item Reimbursement / Severance \$: \$0.00 Owner Allocation %: \_\_\_\_\_

Parcel#: 0815  
Total Amount: \$27,000.00

Form **W-9**  
(Rev. January 2002)

## Request for Taxpayer Identification Number and Certification

Give form to the requester.  
Do not send to the IRS.

Department of the Treasury  
Internal Revenue Service

Print or type  
See Specific Instructions on page 2

Name  
CITY OF MANCHESTER

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ..... ☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)  
908 ELM ST

Requester's name and address (optional)

City, state and ZIP code  
MANCHESTER, NH 03101

List account number(s) here (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. **Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

or

Employer identification number

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. or mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If you are a foreign person, use the

appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is a backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the



requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. **Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Exempt from backup withholding.** If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information during 1983, You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage

on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**Note:** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

## Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

## What Name and Number To Give the Requester

For this type of account:	Give Name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> The minor <sup>2</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee <sup>1</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The actual owner <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The owner <sup>3</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or	Legal entity <sup>4</sup>

can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-5676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester or you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.
2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive

pension trust	
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person whose number you furnish, if only on person on a joint account has a SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity is designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.



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STATE OF NEW HAMPSHIRE

MIKE ✓  
CHP ✓  
Buro -

INTER-DEPARTMENT COMMUNICATION

DEPARTMENT OF TRANSPORTATION - BUREAU OF RIGHT OF WAY - APPRAISAL SECTION

APPROVAL LETTER

May 17, 2005

FROM: George LeMay, NHCG#38  
Review Appraiser

SUBJECT: 11512 (Bedford-Manchester-Londonderry)  
Parcel: # 815  
Owner: City of Manchester

THRU: Harry C. Hadaway, Jr., Chief Right Of Way Appraiser

TO: Victoria H. Chase  
Right of Way Engineer  
Bureau of Right of Way

The appraisal referenced above has been reviewed and approved as follows:

Before Value	\$ 27,000
After Value	\$ NA - Complete Take
Value of Part Acquired	\$ 27,000
Severance Damage	\$ nact
Total Damages	\$ 27,000
Pro-Rata Estimate <sup>1</sup>	\$ NA - Complete Take
Appraiser	Duane M. Cowall, NHCG#136
Review Appraiser	George LeMay, NHCG#38
Effective Date of Appraisal	March 25, 2005
Building Taken	No
# Appraisals Considered	1

cc: Appraisal File (HCH) ☐  
Circulated Copy (WPJ) ☐  
Relocation Copy (MGD) ☐

<sup>1</sup> The pro-rata estimate, if applicable, meets the Department's policy as established by the Office of the Attorney General.



## APPRAISAL CERTIFICATE


I certify that, to the best of my knowledge and belief . . .

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions and conclusions in this report are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Code of Professional Ethics of the Appraisal Institute, the Uniform Standards of Professional Appraisal Practice, and the Uniform Standards for Federal Land Acquisitions.
8. I have made a personal inspection of the property that is the subject of this report. The owner was offered the opportunity to accompany me during the inspection of the property and declined the offer.
9. No one provided significant professional assistance to the person signing this report.
10. The use of this report is subject to the requirements of the Appraisal Institute regarding review by its duly authorized representatives.
11. As of the date of this report, Duane H. Cowall has completed the requirements under the continuing education program of the Appraisal Institute.
12. The appraiser has previously completed appraisal assignments of vacant land such as the subject property.



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13. This appraisal assignment was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.

14. The date of this report is May 11, 2005. The date of inspection and effective date of valuation is March 25, 2005. The market value of the fee simple interest in the subject property, subject to the assumptions and limiting conditions set forth herein, considered "as is", is estimated to be \$27,000.

  
Duane H. Cowall, MAI



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**NHDOT APPRAISAL CERTIFICATIONS**  
**Uniform Standards of Professional Appraisal Practice**  
**and**  
**Additional State and Federal Certifications**

I certify that, to the best of my knowledge and belief, that:

1. the statements of fact contained in this report are true and correct;
2. the reported analyses, opinions and conclusions in this report are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions;
3. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved;
4. neither my compensation nor my employment is contingent upon the reporting of a predetermined value or direction in value that favors the cause of my employer, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event;
5. I will not directly or indirectly benefit from the acquisition of such property appraised;
6. my analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice, and in conformity with the appropriate State laws, regulations, policies, and procedures applicable to appraisal of right of way for these purposes;
7. I have personally made an inspection of the property that is the subject of this report and the comparable sales relied upon for this appraisal;
8. that the subject and the comparable sales were as represented by the photographs in this report;
9. no one provided significant professional assistance to me in the preparation of this report;
10. the report is to be used in connection with the acquisition of a right of way for a highway to be constructed by the State of New Hampshire with the possible financial assistance of federal aid highway funds or other Federal funds;
11. no portion of the value assigned to the property appraised consists of items which are non-compensable under the established law of the State of New Hampshire;
12. I have not revealed the findings and results of this appraisal to anyone other than the proper officials of the Department of Transportation of the State of New Hampshire or officials of the Federal Highway Administration and I will not do so until so authorized by State officials, or until I am either required to do so by due process of law or until I am released of this obligation by having publicly testified as to such findings, and that;
13. my opinion of the market value of Parcel 815 of State Project Number "Bed-Man-Lond-Merr #11512", as of March 25, 2005 is \$27,000 based on my independent appraisal and the exercise of my professional judgment.

May 11, 2005  
Date

Duane H. Cowall  
Duane H. Cowall, MAI



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## EXECUTIVE SUMMARY

Property/Location: A small narrow strip of vacant land between Brown Avenue (U.S. Route 3A) and the Merrimack River, north of Brent Street  
Manchester, Hillsborough County, New Hampshire

Purpose of Appraisal/  
Property Rights Appraised: To estimate the market value of fee simple interest in the subject property, considered "as is", for the taking of the property by the New Hampshire Department of Transportation.

Land Area: 41,800 SF (or 0.39 hectares) per the Assessor's property record card; 30,000 SF assumed herein.

Tax Map/Lot: Map 713/Lot 1.

Zoning: "R-1B" - Residential One-Family High Density District.

Improvements: None. The site is wooded. A guard rail is located in the right-of-way for Brown Avenue adjacent to the eastern boundary of the subject site.

History of Recent Ownership: The subject site is owned by the City of Manchester. This City acquired the property by tax sale (for unpaid real estate taxes) from Edmund M. Warren on September 7, 1940. The transfer was recorded on September 16, 1940. Based on the available data, the subject property is not listed for sale.

Highest and Best Use: As vacant, the highest and best use of the subject site is for assemblage with an abutting property or recreational purposes.

Date of Inspection: March 25, 2005  
Effective Date of Valuation: March 25, 2005  
Date of Report: May 11, 2005

Market Value Conclusions:  
Sales Comparison Approach: \$27,000  
Income Capitalization Approach: Not Appropriate  
Cost Approach: Not Appropriate

Market Value: \$27,000



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## **PREMISES OF THE APPRAISAL**



## ASSUMPTIONS AND LIMITING CONDITIONS

Unless otherwise stated, this appraisal report is subject to the following general and property-specific assumptions and limiting conditions:

### General Assumptions

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is appraised free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable; however, it cannot be guaranteed as being certain. Thus, no warranty is given for its accuracy. No single item of information was completely relied upon to the exclusion of other information.
5. All engineering is assumed to be correct. The plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
7. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in the appraisal report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless a nonconformity has been stated, defined, and considered in the appraisal report.
9. The appraiser herein by reason of this appraisal is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.
10. Information relative to sale transactions has been confirmed by either the buyer, seller, or a third party. Every attempt has been made to verify this information by the appraiser and it is assumed to be reliable. It is specifically assumed that the sales information noted herein is correct.



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11. Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, or other potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.
  12. Disclosure of the contents of the appraisal report or collateral evaluation is governed by the bylaws and regulations of the professional appraisal organizations with which the appraiser is affiliated: specifically, the Appraisal Institute.
  13. When the signatory of this appraisal report is a candidate or a member of the Appraisal Institute, its bylaws and regulations require the member or candidate to control the use and distribution of the report. Therefore, except as hereinafter provided, the party for whom this appraisal report was prepared may distribute copies of the report, in its entirety, to such third parties as may be selected by the party for whom this appraisal report was prepared. However, selected portions of this appraisal report shall not be given to third parties without the prior written consent of the signatory of the report. Further, neither all nor any part of this appraisal report shall be disseminated to the general public by the use of advertising media, public relations media, news media, sales media or other media for public communication without the prior written consent of the signatory of the report. Nor shall the appraiser, firm, or professional organization of which the appraiser is a member be identified without written consent of the appraiser.
  14. Opinions of value contained herein are estimates. There is no guarantee, written or implied, that the subject property will sell or lease for the indicated amounts.

#### Property-Specific Assumptions

1. *The City of Manchester treats the subject site as one lot for assessing purposes. The subject site was originally platted at 23 small lots (Lots 1 through 23 of Shoreland Acres) platted in March 15, 1923. It is uncertain whether the lots were officially merged into one lot. Since the City treats this property as one lot, it will be appraised as one lot in this analysis.*
2. *No recent survey of the land was available. Several pieces of data strongly suggest that the land size is smaller than the size indicated in the original plat and on the Assessor's property record card. The depth of the lot is felt to be less than the 70 to 92 feet indicated by these sources. Several dimensions are known for the tract located just north of the subject site. The Assessor's Tax Map of the tract to the north shows that the land is only 43 to 44 feet deep. Another site plan drawn by T. F. Moran shows the northern boundary (or depth) to be only 49 feet. Based on these documents, it is felt that the northern boundary of the subject site is 50 feet or less (which is significantly less than the 70 feet indicated on the*



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plat). Assuming a similar amount of erosion on the rest of the site, the size of the subject site is estimated to be at most 30,000 SF. This figure is assumed herein.

3. If the subject owner still owns part of the river, it is uncertain whether the state and federal agencies would allow the portion of the site to be filled. Even if these agencies would allow the river to be filled, the filling of the site to allow for a suitable foundation for a building would be expensive and is not likely to be economically viable. For this analysis, no filling of the land in the river is assumed herein.
4. No Level I environmental assessment has been provided to the appraiser. It is assumed that no hazardous materials exist which would adversely affect the value of the property. If any hazardous materials exist on the site, the value estimated herein is subject to revision.



## PURPOSE/FUNCTION OF THE APPRAISAL

The purpose of this appraisal assignment is to estimate the market value of the fee simple interest in the subject property, considered "as is", for the taking of the property by the client (New Hampshire Department of Transportation). New Hampshire Department of Transportation is the intended user of the appraisal.

## PROPERTY RIGHTS APPRAISED

The property rights appraised are the fee simple interest in the subject property.

## SCOPE/EXTENT OF ANALYSIS

The scope of the appraisal included exterior and interior inspections of the property, an analysis of the neighborhood/market area, and a search and analysis of comparable sales data.

The market value of the subject property was estimated by the use of the Sales Comparison Approach. The Income Capitalization and Cost Approaches are typically not appropriate when appraising single-family zoned vacant land in this market.

## IDENTIFICATION OF THE PROPERTY

The subject tract is described as being the land on Assessor's Map 713/Lot 1 in Manchester, Hillsborough County, New Hampshire. The City of Manchester treats the subject site as one lot for assessing purposes. The subject site was originally platted at 23 small lots (Lots 1 through 23 of Shoreland Acres) platted in March 15, 1923. It is uncertain whether the lots were officially merged into one lot. Since the City treats this property as one lot, it will be appraised as one lot in this analysis. The property is physically located on the west side of Brown Avenue, north of Brent Street. Please refer to the Assessor's Tax Map which is presented in the Site Analysis Section of the report.

## OWNERSHIP HISTORY

The subject site is owned by the City of Manchester. This City acquired the property by tax sale (for unpaid real estate taxes) from Edmund M. Warren on September 7, 1940 as recorded in Volume 1007/Page 266 of the Hillsborough County Registry of Deeds. The transfer was recorded on September 16, 1940. Based on the available data, the subject property is not listed for sale.



## CONFIDENTIALITY STATEMENT

The United States Appraisal Foundation's Uniform Standards of Professional Appraisal Practice discussed confidentiality on page 80 of its 2001 edition. The minimum requirements are described as follows:

"An appraiser must not disclose confidential information or assignment results prepared for a client and persons specifically authorized by the client, state enforcement agencies and such third parties as may be authorized by due process of law, and a duly authorized professional peer review committee." This applies until such time as the appraiser is called to answer for opinions expressed in the appraisal by duly constituted Boards, Commissions or Courts or unless and until released by the client from this obligation.

All data received from the property owner or the client concerning the subject property will be viewed as confidential unless: 1) the information can be separately verified from a third party or 2) the client or owner indicates that the information may be re-used in other appraisals. All information from third parties is viewed as non-confidential unless stated so by the source.



## DEFINITIONS

### Market Value - Uniform Appraisal Standards for Federal Land Acquisitions, A, A-2, p. 3:

The amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would be sold by a knowledgeable owner willing but not obligated to sell to a knowledgeable purchaser who desired but is not obligated to buy.

**Fee Simple (estate)** - Absolute ownership unencumbered by any other interest or estate, subject only to the limitations of the four powers of government.<sup>1</sup>

**Leased Fee (estate)** - An ownership interest held by a landlord with the right of use and occupancy conveyed by lease to others. The rights of the lessor (the leased fee owner) and the leased fee are specified by contract terms contained within the lease.<sup>2</sup>

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<sup>1</sup>Appraisal Institute, The Dictionary of Real Estate Appraisal, Third Edition (Chicago: Appraisal Institute, 1993, Page 140.

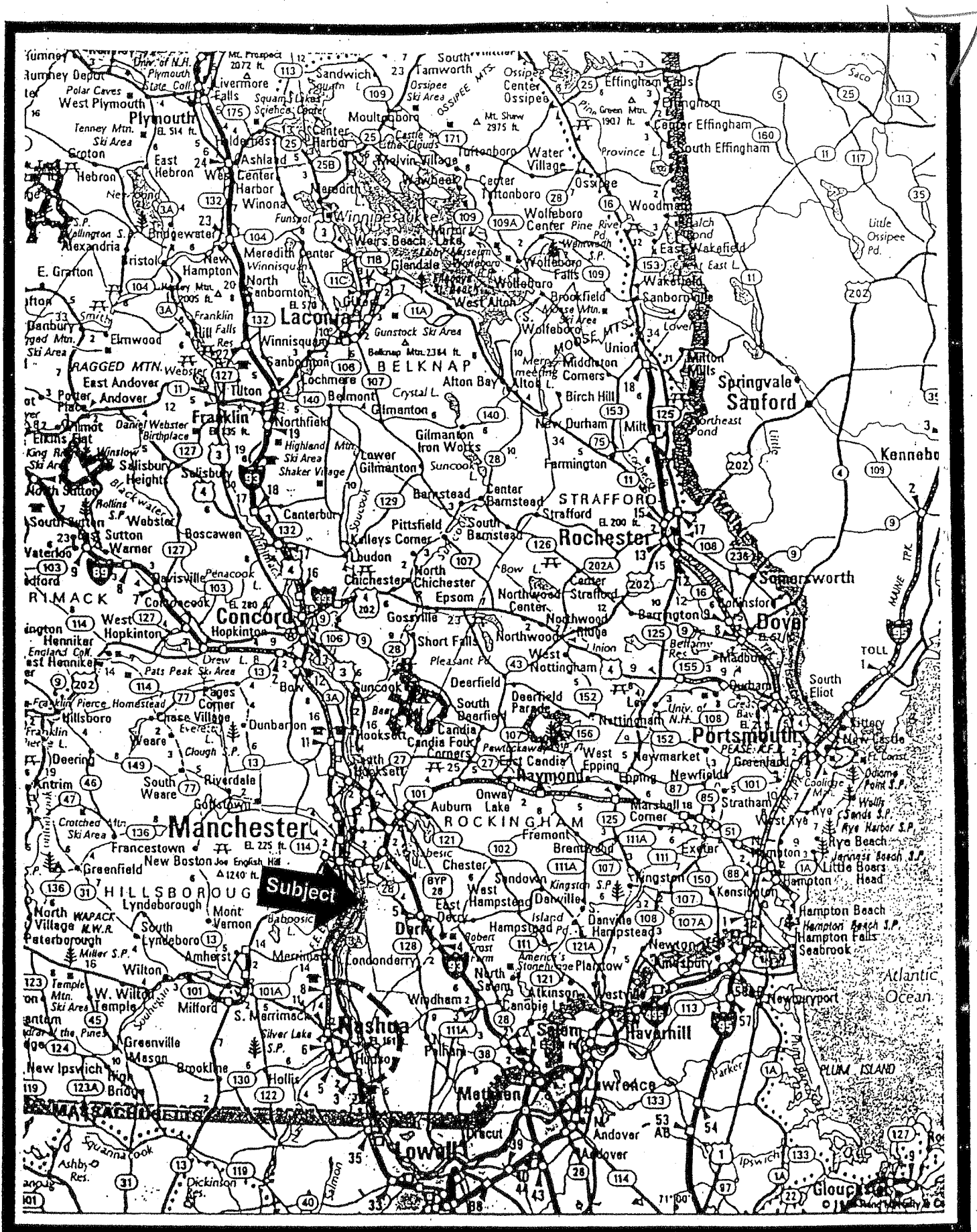
<sup>2</sup>Ibid, Page 204.



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## **PRESENTATION OF DATA**





Area Map



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## REGIONAL ANALYSIS

### State of New Hampshire

New Hampshire is bordered by Maine to the east, Massachusetts to the south, Vermont to the west, and the Canadian province of Quebec to the north. The total area of the state is 8,969 square miles. There are ten counties within the state; Hillsborough in the south central portion of the state is the most populous, and Coos and Grafton counties contain the most land area. The top ten cities and towns account for 34% of the state's 2003 population. There are seven generally recognized regions within the state: Seacoast, Merrimack Valley, Monadnock, Lebanon/Lake Sunapee, Lakes Region, White Mountains, and Great North regions.

Four basic regional factors influence real estate values: social, economic, governmental, and environmental, which will be considered in the following analysis.

#### Social Factors

Following two decades of exploration along the coast, New Hampshire's first European settlement was established at Odiome Point in Rye in 1623. A series of conflicting land grants were issued, and Massachusetts claimed New Hampshire until 1680, when New Hampshire was declared a separate province. During this period, the coastal settlements made their livelihood from fishing, farming, shipbuilding, and trade. The interior of the state was not settled until the early 18th century. New Hampshire became the first colony to adopt an independent government on January 5, 1776.

New Hampshire changed from an agricultural and trade-based economy to an industrial base in the 19th century. Hydro-powered mills and factories employed an influx of laborers from Canada and Europe, primarily along the Merrimack River. The state became a tourist destination in the late 1800s, with the building of large estates, grand hotels, and summer cottages. The White Mountains also became the site of large logging businesses.

The Weeks Act of 1911 slowed the logging industry with the federal purchase of 768,000 acres for the White Mountain National Forest. After World War I, increased competition from newer textile mills in the South decimated the textile industry in New Hampshire. The state started to recover from its economic slump in the 1970s and 1980s as Boston's urban influence, interstate highways, and the state's low taxes encouraged renewed development, particularly high-technology businesses, in southern New Hampshire.

Since 1970, the population in the state has increased by approximately 74%. The state gained more than 180,000 residents in both the 1970s and 1980s. Despite New Hampshire's emergence as an area attractive to high-technology companies, growth slowed to just over 125,000 residents in the 1990s due to a regional recession in the first part of the decade. New Hampshire had the highest percentage growth of the New England states in the past decade. During the 1990s, the population grew in all New Hampshire counties except Coos County. The two counties closest to the Boston metropolitan area, Hillsborough County and Rockingham County, had the most growth and accounted for 53% of the state's 2000 population. Growth in these counties has been strongest in those communities surrounding Manchester, Nashua, and Portsmouth, and those along major arteries to the



Boston area. Between 2000 and 2003, the state added more than 50,000 residents. About 51% of this recent growth occurred in Hillsborough and Rockingham counties.

NEW HAMPSHIRE POPULATION GROWTH 1970-2003 (In Thousands)							
	<u>1970</u>	<u>1980</u>	<u>1990</u>	<u>2000</u>	<u>2003</u>	<u>2000- 2003 Change</u>	<u>% Change 2000- 2003</u>
State of New Hampshire	738.0	920.5	1109.1	1,235.8	1,287.7	51.9	4.2%
Belknap County	32.4	42.9	49.2	56.3	60.4	4.1	7.3%
Laconia	14.9	15.6	15.7	16.4	17.1	0.7	4.3%
Carroll County	18.5	27.9	35.4	43.7	46.1	2.4	5.5%
Cheshire County	52.4	62.1	70.1	73.8	76.0	2.2	3.0%
Keene	20.5	21.4	22.4	22.6	22.8	0.2	0.9%
Coos County	34.2	35	34.7	33.1	33.0	-0.1	-0.3%
Grafton County	54.9	65.8	74.9	81.7	84.0	2.3	2.8%
Hillsborough County	223.9	276.6	336.1	380.8	394.7	13.9	3.7%
Bedford	5.9	9.5	12.6	18.3	20.2	1.9	10.4%
Goffstown	9.3	11.3	14.6	16.9	17.4	0.5	3.0%
Hudson	10.6	14.2	19.5	22.9	23.8	0.9	3.9%
Manchester	87.8	90.9	99.6	107.0	108.9	1.9	1.8%
Merrimack	8.6	15.4	22.2	25.1	26.4	1.3	5.2%
Nashua	55.8	67.9	79.7	86.6	87.3	0.7	0.8%
Merrimack County	80.9	98.3	120.0	136.2	143.6	7.4	5.4%
Concord	30.0	30.4	36.0	40.7	41.8	1.1	2.7%
Rockingham County	139.0	190.3	245.8	277.4	290.1	12.7	4.6%
Derry	11.7	18.9	29.6	34.0	34.5	0.5	1.5%
Londonderry	5.3	13.6	19.8	23.2	24.2	1.0	4.3%
Portsmouth	25.7	26.3	25.9	20.8	21.0	0.2	1.0%
Salem	20.1	24.1	25.7	28.1	29.1	1.0	3.6%
Strafford County	70.4	85.4	104.2	112.2	117.7	5.5	4.9%
Dover	20.9	22.4	25.0	26.9	28.2	1.3	4.8%
Rochester	17.9	21.6	26.6	28.5	29.7	1.2	4.2%
Sullivan County	30.9	36.1	38.6	40.5	42.0	1.5	3.7%
Source: US Census Bureau							



## Economic Factors

New Hampshire's unemployment rate average remains lower than that of the United States and New England. Unemployment rates remain higher in the labor market areas shared with or bordering Massachusetts, and in the northern part of the state, which is heavily dependent on a few manufacturers.

<b>Unemployment Rates by Area</b>			
	<u>Preliminary January 2005</u>	<u>Revised December 2004</u>	<u>January 2004</u>
United States	5.7%	5.1%	6.3%
Northeast	5.3%	4.7%	6.4%
<i>New Hampshire</i>	4.0%	3.0%	4.6%
<b>Labor Market Areas</b>			
Berlin MicroNECTA	4.1%	3.1%	5.0%
Claremont MicroNECTA	2.9%	2.2%	3.7%
NH Portion of Colebrook, NH-VT LMA	3.2%	5.9%	4.4%
Concord MicroNECTA	3.4%	2.5%	3.6%
NH Portion of Conway LMA	3.7%	2.9%	4.0%
NH Portion of Lebanon, NH-VT LMA	1.9%	1.8%	2.6%
Keene MicroNECTA	3.0%	2.2%	3.5%
Laconia MicroNECTA	3.5%	2.6%	4.1%
NH Portion of Littleton NH-VT LMA	4.0%	2.5%	3.7%
Manchester METONECTA	3.9%	2.9%	4.1%
NH Portion of Nashua NH-MA NECTA	4.4%	3.4%	5.4%
Peterborough LMA	3.8%	3.0%	4.0%
Plymouth LMA	3.1%	2.4%	3.4%
NH Portion Portsmouth NH-ME MetroNECTA	3.9%	3.1%	4.5%
NH Portion of Rochester-Dover, NH- ME MetroNECTA	4.0%	2.9%	4.0%
Salem, NH Portion of Lawrence- Methuen-Salem NECTA	6.2%	5.6%	8.8%
Source: <i>Economic Conditions in New Hampshire</i> , Economic and Labor Market Information Bureau, October 2004			



The state of New Hampshire has a fairly diversified economy. Although New Hampshire non-farm employment added almost 145,000 jobs in the 1990s, the employment totals have dropped by 10,600 jobs since the 2001 peak. This slowdown reflected the national recession starting in March 2001.

<b>NON-FARM EMPLOYMENT BY SUPER SECTOR</b> New Hampshire (Annual Averages in Thousands)					
	<u>2003</u>	<u>2004</u>	<u>Numerical</u> <u>Change</u>	<u>%</u> <u>Change</u> <u>2003-</u> <u>2004</u>	<u>2004 %</u> <u>Total</u> <u>Employ</u> <u>ment</u>
<b>TOTAL NONFARM</b>	617.9	626.7	8.8	1.4%	101.6%
<b>Private</b>	527.8	537.0	9.2	1.7%	87.1%
<i>Goods producing</i>	110.3	110.9	0.6	0.5%	18.0%
<b>Construction</b>	28.9	29.6	0.7	2.4%	4.8%
<b>Manufacturing</b>	80.4	80.3	(0.1)	-0.1%	13.0%
Durable goods	59.7	60.7	1.0	1.7%	9.8%
Primary metal manufacturing	3.0	3.0	0.0	0.0%	0.5%
Computer & electronic product	18.8	19.5	0.7	3.7%	3.2%
Elec. equipment, appliance, & component	4.5	4.6	0.1	2.2%	0.7%
Transportation equipment manufacturing	2.6	2.5	(0.1)	-3.8%	0.4%
Miscellaneous manufacturing	5.9	5.7	(0.2)	-3.4%	0.9%
<b>Nondurable goods manufacturing</b>	20.7	19.7	(1.0)	-4.8%	3.2%
Food, beverage, & tobacco product mfrg.	3.5	3.0	(0.5)	-14.3%	0.5%
Paper manufacturing	3.1	3.0	(0.1)	-3.2%	0.5%
<i>Service providing</i>	507.6	515.8	8.2	1.6%	83.7%
<b>Trade, transportation, and utilities</b>	138.4	140.1	1.7	1.2%	22.7%
Wholesale trade	26.7	27.3	0.6	2.2%	4.4%
Retail trade	95.9	97.3	1.4	1.5%	15.8%
<b>Information</b>	12.2	12.5	0.3	2.5%	2.0%
<b>Financial activities</b>	37.0	37.6	0.6	1.6%	6.1%
<b>Professional and Business Services</b>	54.7	56.7	2.0	3.7%	9.2%
<b>Educational and health services</b>	93.1	94.6	1.5	1.6%	15.3%
Hospitals	22.9	23.5	0.6	2.6%	3.8%
<b>Leisure and Hospitality</b>	61.5	64.0	2.5	4.1%	10.4%
Food services and drinking places	40.9	42.4	1.5	3.7%	6.9%
<b>Other services</b>	20.7	20.7	0.0	0.0%	3.4%
<b>GOVERNMENT</b>	90.1	89.7	(0.4)	-0.4%	14.5%

\*2004 figures are preliminary. Percents may not add to 100% due to rounding.  
 Source: New Hampshire Nonfarm Employment by Super Sector: 2003 Final Benchmark, 2004 Preliminary Benchmark, Economic and Labor Market Information Bureau.



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Manufacturing lost 4,900 jobs between 2002 and 2003, mostly in the larger durable goods sector. Construction was the only large gainer in the goods producing sector, with 900 new jobs. Service producing employment fared better, with a 2,200 job gain between 2002 and 2003. Large employment gains were seen in educational and health services, with 1,400 jobs, and government, with 1,500 jobs. The trade, transportation, and utilities super sector, with 22.5% of the work force, is the largest single sector in the state's employment base, and added 500 jobs in the 2002-2003 period. Leisure and hospitality, with 10.0 % of total employment, added 1,100 jobs in the same period. These two sectors are dominant due to the dependence on tourism and retail trade. New Hampshire has no sales tax on most goods while the neighboring state have sales taxes. Thus, border towns have high concentrations of retail stores.

Of the 32,933 businesses in New Hampshire in 2002, only about 100 employed more than 500 people, and 57% employed fewer than 5 people. The largest employers in the state are listed in the table on the following page.

The cost of living in the Northeast urban area (defined as New England plus New York, New Jersey and Pennsylvania) is somewhat higher than the U.S. city average. The 2003 annual average Consumer Price Index for all U.S. cities was 184.0 (1982-84=100); the Northeast urban CPI was 193.5; and the Boston-Brockton-Nashua, MA-NH-ME-CT CPI was 203.9. The cost of rental housing in a mid-2004 survey averaged \$896, according to the New Hampshire Housing Finance Authority.



## MAJOR EMPLOYERS MANUFACTURING

<u>Public Company</u>	<u>Locations in NH</u>	<u># Employees</u>	<u>Product or Service</u>
BAE Systems (Sanders)	Nashua	3,800	Electronic systems for defense
Hewlett-Packard Co.	Nashua	1,700	Computer hardware/software
Osram Sylvania Inc.	Hillsboro, Manchester	1,685	Automotive lighting
Teradyne Connection Systems Div.	Nashua	1,600	Electronic interconnection devices
Freudenberg-NOK-Bristol Facility	Bristol	1,421	Seals and custom-molded products
Hitchiner Manufacturing Co.	Milford	1,198	Investment castings
Goss Internation	Dover	1,000	Printing presses
Sturm, Ruger & Co.	Newport	959	Firearms
General Electric Meter Business	Somersworth	950	Electricity meters, metering systems
NH Ball Bearing	Peterborough	892	Bearings & bearing products

## SERVICE SECTOR

Wal-Mart Stores, Inc.	Multiple	8,662	26 stores and one distribution center
Dartmouth-Hitchcock Medical Center	Multiple	7,100	Acute care hospital/ medical care
DeMoulas & Market Basket	Multiple	6,600	Supermarkets
Shaw's Supermarket, Inc.	Multiple	4,600	Supermarkets
Liberty Mutual - No. New England Division	Dover, Bedford	4,487	Commercial insurance company
Fidelity Investments	Merrimack	4,273	Investment management
Dartmouth College	Hanover	4,074	College
Elliott Hospital	Manchester	3,875	Acute care hospital
Hannaford Brothers - Shop 'n Save	Multiple	3,200	Supermarkets
Home Depot	Multiple	2,500	Home improvement stores

Source: *NH Business Review*, Book of Lists 2005



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Sales and Marketing Management's Survey of Buying Power estimates Effective Buying Income (EBI) for metropolitan areas and component counties and cities. EBI is defined as all personal income less personal tax and non-tax payments. The median household EBI for selected areas within the state in 2004 is shown in the table below. Rockingham County and Hillsborough County have median household EBIs above the state figure. The other eight counties' medians are below the state median. Grafton and Merrimack counties, with the cities of Hanover and Concord respectively, have median EBIs above the U.S. average.

<b>EFFECTIVE BUYING INCOME</b>				
<b>New Hampshire - 2004</b>				
Metro Area County City	Median Household EBI	<u>\$20,000-</u> <u>\$34,999</u>	<u>\$35,000-</u> <u>\$49,999</u>	<u>\$50,000</u> <u>and Over</u>
Hillsborough County	\$48,250	17.9%	19.5%	47.7%
Manchester	\$37,485	24.1%	21.1%	32.4%
Nashua	\$46,925	18.7%	18.9%	46.2%
Merrimack County	\$44,341	20.7%	21.2%	42.1%
Concord	\$38,989	23.4%	22.6%	33.4%
Rockingham County	\$52,967	15.8%	18.7%	53.5%
Strafford County	\$41,837	21.9%	22.4%	37.6%
Belknap County	\$41,387	23.5%	22.2%	37.1%
Carroll County	\$37,872	24.9%	21.8%	32.4%
Cheshire County	\$39,508	24.5%	21.4%	34.7%
Coos County	\$30,876	26.7%	21.4%	21.8%
Grafton County	\$39,209	23.3%	22.2%	33.8%
Sullivan County	\$38,970	23.6%	23.0%	33.2%
<b>TOTAL STATE</b>	<b>\$45,030</b>	<b>19.9%</b>	<b>20.3%</b>	<b>43.5%</b>
New England	\$42,738	20.1%	18.4%	41.6%
Total U.S.	\$38,201	23.3%	19.0%	35.4%
<i>Sales &amp; Marketing Management, Survey of Buying Power, 2004</i>				

Nashua, Manchester, and Portsmouth have all appeared in the top ten cities in *Money Magazine's* annual ranking of the best places to live in America within the past decade. This ranking is based on statistical factors including data on employment, affordability, climate, education, healthcare, and amenities. New Hampshire has consistently ranked near the top for liveability.

### Governmental Factors

The New Hampshire State legislature consists of a 24-member Senate, elected from 24 single-member districts, and 400-seat House of Representatives (larger than that of any other state and the fourth largest in the world), elected from 195 legislative districts. Legislators serve two-year terms. Representatives are paid only \$100 per year plus mileage, thus being comprised primarily of independent businessmen and retirees. The governor, who is the only executive elected state-wide, serves a two-year term as is assisted by a five-member executive council, elected for two years by district. The secretaries of state and treasury are elected by the legislature.



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New Hampshire has ten counties, each governed by three commissioners. Other elected county officials include the sheriff, attorney, treasurer, registrar of deeds, and registrar of probate. There are 221 towns, 13 cities, and 25 unincorporated places in the state. Most New Hampshire towns are governed by a council or board of selectmen. Town meetings provide a forum for input by residents. Many towns passed a ballot amendment in the spring of 1996 allowing voting on town matters to occur via ballot rather than at town meetings. Some of the larger cities use a mayor/aldermanic board form of city government.

Most towns and cities now have some form of zoning, development, and building code controls in place, although they vary greatly in level of detail and complexity. The larger cities have a master plan dictating current and desired future growth patterns. These master plans tend to cluster commercial, retail and industrial uses along major thoroughfares. However, existing land uses that have been in place for decades prior to the arrival of zoning controls result in mixed usage in many areas.

The state and the individual towns or cities are the two major taxing entities in New Hampshire. Towns levy taxes on real property, which are then divided between the town, school district and county. Tax rates vary from town to town. The state taxes include room and meals taxes, business profits tax, business enterprise tax, real estate transfer tax, inheritance tax, interest and dividends tax, and liquor and tobacco tax. There are no sales taxes or personal income taxes in New Hampshire. In 1999, the state adopted a uniform tax for school funding. This tax is to be collected by individual towns, and will be disbursed back to the towns on a per-pupil basis. The tax is being challenged by groups of property-rich and property-poor towns.

Police, fire, and ambulance service are provided by each city, either directly or via contract with nearby larger communities. A 911 regional dispatch system has been implemented throughout the state, improving response time and service to the communities.

Educational needs are met by a number of independent school districts. Larger towns have their own school district, while smaller ones may send part or all of their students to a regional school or neighboring school district. School districts report to the State Board of Education as well as to their respective municipalities. The state has ranked second or third for the past five years on Scholastic Aptitude Test scores.

New Hampshire has a total of 28 colleges and universities. The state university system includes the University of New Hampshire, Keene State College, and Plymouth State College. Dartmouth College is the northernmost of the Ivy League colleges and the ninth oldest college in the United States. Dartmouth professional schools include the Thayer School of Engineering, Dartmouth Medical School, and the Amos Tuck School of Business. Franklin Pierce Law School in Concord was highly ranked in the U.S. in the area of patent law.



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New Hampshire is served by 26 acute care hospitals, a U.S. Veterans Administration Hospital, and seven specialty hospitals. Major medical facilities include the Mary Hitchcock Memorial Hospital, a teaching hospital affiliated with Dartmouth Medical School in Hanover; the Catholic Medical Center and Elliott Hospital in Manchester; Concord Hospital; and Southern New Hampshire Regional Medical Center and St. Joseph's Hospital in Nashua. There are numerous smaller hospitals and clinics throughout the state.

### Environmental Factors

The New Hampshire climate varies somewhat from the mountains in the north and west to the seacoast region. Generally, the climate is temperate in the summer and cold in the winter. In the southern most populous part of the state, the average temperature in the summer is 67 degrees, and the average daily maximum temperature is 80 degrees. In winter the average temperature is 25 degrees and the average daily minimum temperature is 14 degrees. Average annual precipitation is 43 inches. Average seasonal snowfall is 72 inches, but varies greatly from year to year and from region to region.

The general topography of the state is rolling hills in the southern half, somewhat flat on the small coastal plain, and mountainous in the northern portion. Elevations range from sea level to 6,288 feet at the top of Mount Washington; mean elevation is about 1,000 feet. About 85% of the state is covered by forest.

The soils in the state formed in glacial deposits which rest on bedrock. About 14,000 years ago, the entire state was covered by a glacier up to a mile thick. As the glacier advanced and then retreated, it rounded off the tops of hills and mountains and left deposits of crushed rock and boulders; bedrock is exposed in places. In river valleys, sand and gravel was deposited in terraces as the glacier melted. The resulting soils are generally rocky, hardpacked, and poor.

Urban areas have access to city water through large municipal wells and from surface water reservoirs. City sewer and trash systems also serve urban areas. Due to the rural character of much of the state, however, a large number of the state's residents rely on individual water wells and septic systems. New Hampshire currently has among the highest electric rates in the U.S. Recent court rulings have opened the way for competitive electric utilities to offer service; a pilot project to test the idea is underway. Verizon provides telephone service to 95% of the state, with 11 municipal companies taking care of the remaining 5%. These local telephone services are also beginning to face competitive pressure as some data-intensive companies switch to the use of competing fiber-optic transmission services. Natural gas is available only in older areas of the larger cities. Oil, propane, electricity, and wood are all used for heat generation.

Air transportation is provided by numerous private airfields as well as commercial airports in Manchester, Laconia, Lebanon, and Portsmouth. Of those facilities, Manchester Airport is by far the largest, and has expanded in recent years with a new terminal, upgrades to instrument landing systems, and planned runway expansion. In 1998, several additional airlines began flights to Manchester,



bringing the number of commercial carriers to thirteen. Manchester Airport handled 3.2 million travelers and 87,500 tons of cargo in 2000. Boston's Logan International Airport is also located to the south.

New Hampshire has access to in-state and out-of-state markets via a network of interstate expressways and other major highways. The highway system connects directly into Boston as well as to Montreal, Canada. The major highways serving New Hampshire are Interstate Highways 89, 93, and 95. New Hampshire is also served by U.S. Highways 1, 2, 3, 4, 202, and 302. State Highway 101 is a major east-west connector in the southern tier of the state. Major reconstruction and widening of the eastern portion of SH-101 has recently been completed, improving access to the southeastern portion of the state.

New Hampshire is one of the oldest recreation and vacation areas in the United States. Recreational and cultural facilities are abundant in the state. There are 1,300 lakes and ponds, 40,000 miles of rivers and streams, and 18 miles of Atlantic Ocean coastline that provide residents with water recreation. The White Mountain National Forest contains 768,000 acres, some of which extend into Maine, and there are 32 state parks for hiking and camping. New Hampshire has gained an international reputation for its skiing with over two dozen major ski touring centers. There are 86 major peaks in the White Mountains, topped by Mount Washington at 6,288 feet.

There are no major professional sports teams located in New Hampshire. Minor league baseball teams exist in Nashua and Manchester. Minor league hockey and arena football franchises play in the new Verizon Center arena in Manchester, which also hosts concerts and exhibitions.

### Conclusion

New Hampshire's economy has slowed due to the recent national recession. The high technology sector, which helped boost the New Hampshire economy in the late 1990s, has had large layoffs especially in manufacturing jobs. Employment in this sector has lagged the national economy recovery. Several factors make it an attractive area for companies and individuals to locate in New Hampshire including strategic location in New England near the Boston PMSA, the lack of a personal income tax or a sales tax (on most items), good public education, and low cost of living relative to other areas of the Northeast. As long as these factors do not change, growth in New Hampshire should continue to outperform the rest of New England.



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## CITY ANALYSIS

### City of Manchester

Manchester is located in the northeast corner of Hillsborough County in the Merrimack River Valley. It is part of the Manchester, NH PMSA and part of the Boston, MA CSMA. It is located approximately 58 miles north of Boston on Interstate 93. The city encompasses 33 square miles. Surrounding towns include Hooksett to the north, Auburn to the east, Londonderry and Litchfield to the south, and Bedford and Goffstown to the west.

Although Manchester celebrated its 150th year of incorporation in 1996, the area was first settled in the mid-1700s. Logging was the mainstay of the first settlers. By 1810, the first cotton and woolen mills were in operation. At the height of the textile factory operations in the mid- to late-1800s, nearly 5 million yards of cloth were shipped each week from the mills. These mills contained more than 8 million square feet of space and employed thousands of workers. In the 1920s, obsolete machinery, labor unrest, and competition from southern mills eroded the textile industry locally; the mills closed in 1935. As the city's economy has slowly diversified, some of the old mill buildings have been adapted to other uses.

The city has grown slowly over the past few decades. The 1980s brought an increase of 8,600 residents (0.9% annual growth rate). Much of Manchester is now built out, allowing little land for growth. Current population estimates indicate a slower growth rate of 0.7% in the 1990s, although the 7,439 population increase was the largest numeric increase in the state.

City of Manchester Population			
<u>Year</u>	<u>Population</u>	<u>Change</u>	<u>Compound Annual Growth Rate</u>
1960	88,282		
1970	87,754	(528)	-0.1%
1980	90,936	3,182	0.4%
1990	99,567	8,631	0.9%
2000	107,006	7,439	0.7%
Source: New Hampshire Office of State Planning			

Five of the largest employers in the Manchester area are service sector companies, as shown in the following table. The average annual number of workers employed was 59,227 in 2001. The unemployment rate for the Manchester PMSA was 4.0% in June 2004 which was slightly higher than the figure for the state (3.9%) but much lower than the national average of 5.8%. According to the *Survey of Buying Power* by Sales & Marketing Management, the median effective buying income per household was \$39,113 in 2000 for Manchester. This figure was slightly lower than the average for the entire state (\$44,667). The adjacent (suburban) towns tend to have much higher effective buying incomes.



## MAJOR EMPLOYERS

Manchester

<u>Largest Employers</u>	<u>Product/Service</u>	<u>Employees</u>
Elliot Hospital	Health care	2145
Verizon	Utility	2100
Catholic Medical Center	Health care	1400
PSNH	Utility	1250
Citizens Bank	Banking	1200
Bank of New Hampshire	Banking	1260
Anthem Blue Cross Blue Shield of NH	Insurance	801
Hannaford Brothers	Supermarket	725
Osram Sylvania	Electronics	675
Freudenberg NOK	Electronics	550

Source: SOICC of NH, 2004

Single-family home construction has ranged from 105 to 229 permits per year over the last decade. Much of the variation has been due to the limited availability of lots and the ability of developers to get new subdivisions platted. Multi-family construction has seen even larger swings in activity due to the timing of several large apartment complexes being constructed.

## BUILDING PERMITS (UNITS)

City of Manchester

<u>Year</u>	<u>Single-Family</u>	<u>Multi-Family</u>
1993	130	4
1994	203	32
1995	229	14
1996	226	57
1997	141	313
1998	140	26
1999	156	27
2000	156	84
2001	105	171
2002	180	539
2003	171	190
2004	156	416

Source: U.S. Census Bureau: c-40 Construction Reports



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Manchester is governed by a mayor, 12 aldermen elected from single-member districts, and 2 aldermen elected at-large. The city has an appointed planning board. Zoning ordinances, a master plan, and a capital improvement plan govern existing land use and development. The city is protected by full-time police and fire departments. Medical facilities include Catholic Medical Center and Elliott Hospital, operated by Optima Health, and a Veterans Administration Medical Center.

The Manchester school system consists of 14 elementary schools, 3 middle/junior high schools, and 3 high schools. Neighboring towns contract with Manchester to send students to the high schools on a tuition basis. There are 11 private or parochial schools in the city. Colleges and universities in the area include Manchester Technical College, Hesser College, St. Anselm College, University of New Hampshire-Manchester, New Hampshire College, and Notre Dame College.

Public Service of New Hampshire supplies electricity to the city. Natural gas is supplied to portions of the city by Manchester Gas and Keyspan. City water is supplied from Massabesic Lake by the Manchester Water Works. The city also operates a sewer system and municipal treatment plant. Bell Atlantic provides local telephone service.

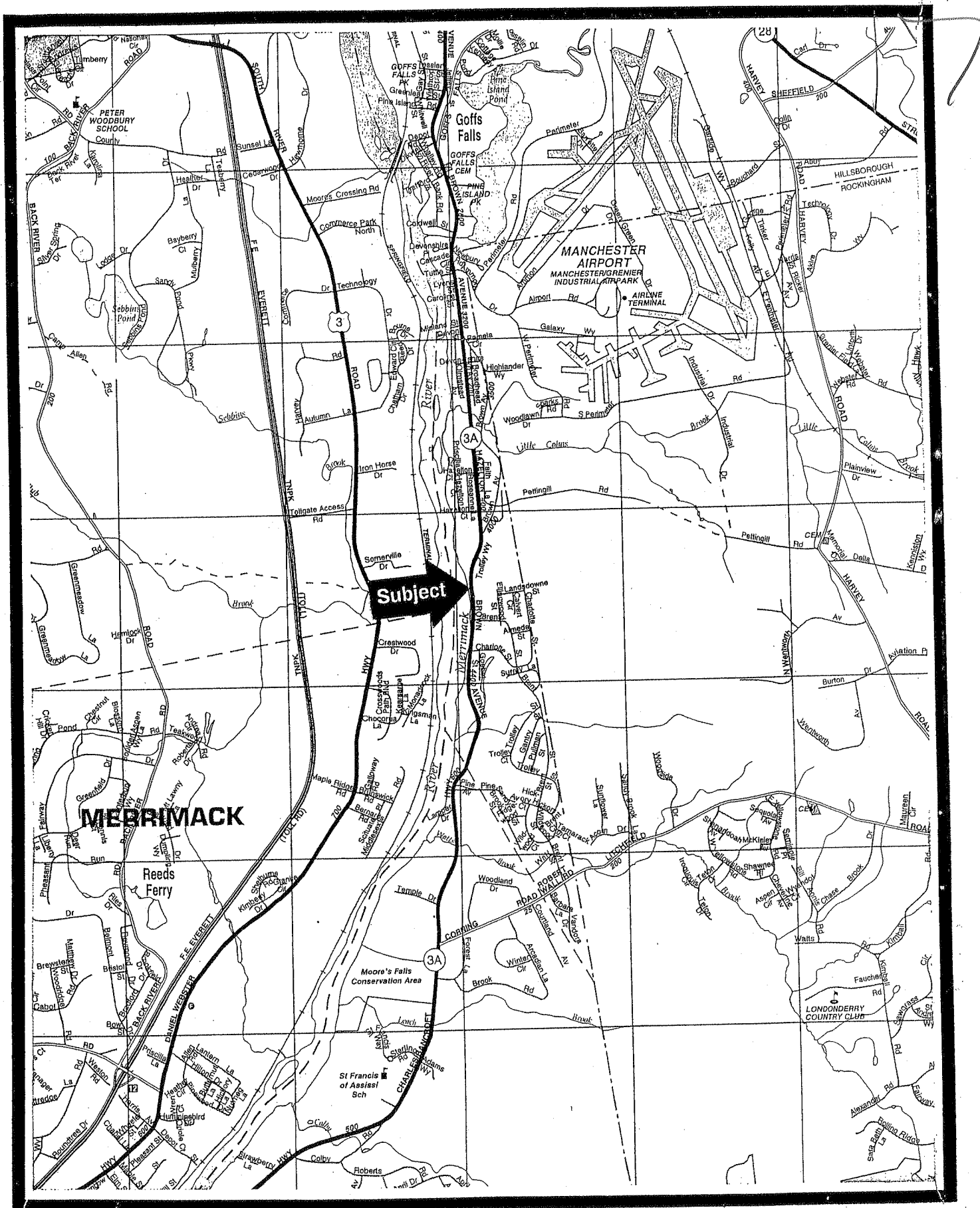
Interstates 93 and 293 run north-south through Manchester. U.S. Route 3 and State Highways 101, 3A, 114, and 28 provide access to surrounding communities. The Manchester Airport is served by seven carriers, including Northwest Airlines, Southwest Airlines, Continental, United Airlines and USAir. A new terminal was completed in 1994 and expanded in 1999. The lengthening of the runways was completed in late 2003 to accommodate larger jets. Plans are under consideration for improving local and regional access to the airport. Construction of a new connector road with the Everett Turnpike is scheduled to begin construction in 2005/2006.

The city has a new downtown civic center, which hosts minor league hockey, other sports, entertainment, and other events. The Mall of New Hampshire is a regional shopping center serving Manchester and surrounding communities. There are 36 municipal parks in the city. There are six swimming pools, two indoor skating rinks, 13 tennis courts, three golf courses, three bowling centers, and one ski area in the city. Cultural attractions include the Currier Gallery of Art, Manchester Institute of Arts and Sciences, New Hampshire Symphony Orchestra and Stage One Productions. The Palace Theater hosts the orchestras and theater performances, as well as frequent performances by visiting artists and performing groups. There are also a number of art and craft galleries, movie theaters, and community events in the area.

The growth and strong economy in the region have resulted in Manchester's regular appearance on Money Magazine's list of the best places to live and work in America. Manchester was rated the number one place to live and work in the Northeast on the magazine's 1998 list. The city and region get top marks for job growth, employment opportunities, low crime rate, and housing appreciation.

In summary, given the limited amount of vacant land, only limited residential growth is expected for the foreseeable future. Some office, industrial and retail growth is expected due to the increased traffic through Manchester Airport.





Neighborhood Map



## NEIGHBORHOOD ANALYSIS

The neighborhood analysis provides a bridge between the analysis of general influences on all property values and the study of a specific subject property. The goal of neighborhood analysis is to determine how the operation of social, economic, governmental, and environmental forces influence property values in the specific area in which the subject property is located.

The subject property is located in a primarily single-family residential area off Brown Avenue just southwest of the Manchester Airport. Industrial and residential uses are located south of Manchester Airport in Londonderry to the east.

### Neighborhood Boundaries

The neighborhood boundaries are generally delineated as the areas on either side of Brown Avenue (U.S. Route 3A) from Airport Road/Perimeter Road on the north to the Litchfield town line on the south. These boundaries were established due to the change in uses north of Airport Road. The uses further to the north include a mix of commercial, industrial, multi-family and single-family detached uses. To the south, municipal sewer service is not available in the rural areas of Litchfield. Please refer to the discussion of the Distribution of Land Uses on the following page. A map illustrating the subject neighborhood is provided on the preceding page.

### Linkage Attributes

Route 3A (Brown Avenue/Hazelton Avenue) is a two-lane arterial road which provides north/south access through the neighborhood. Route 3A widens to four lanes north of Airport Road in order to handle the higher traffic levels to and from the airport. It connects to IH-293 approximately one mile north of the neighborhood and extends south along the Merrimack River. This river provides a physical boundary on the west side of the neighborhood. Few bridges exist across the river. To the south, the next bridge over the river is located in Hudson approximately 13 miles to the south. Thus, Route 3 is a major collector road along the east side of the river.

Another bridge over the river has been proposed as part of a new access road for the airport. This bridge would connect with Route 3 and the Everett Turnpike on the west side of the river. This proposed bridge would be located on the tract of land just north of the subject tract. The connector road will have an access road which will connect to Route 3A just north of the bridge. Construction on this road is scheduled for 2005/2006. Once completed, it will increase traffic levels near the subject property and reduce the flow of traffic on Route 3A north of Airport Road.

Traffic along Route 3A varies considerably by location. From IH-293 to the entrance road to the Airport, traffic is heavily congested during rush hour times. Route 3A provides access to two industrial parks, the Manchester Airport, the Blue Cross/Blue Shield building, and several residential areas. The portion of Route 3A south of Airport Road carries primarily local traffic to several residential neighborhoods.



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The presence of IH-293 just north of the neighborhood provides easy access to the greater Manchester area and central New Hampshire. IH-93 provides freeway access from Manchester south to downtown Boston.

### **Distribution of Land Uses**

As previously noted, the subject neighborhood is comprised primarily of single-family detached residential homes. These residential uses include older houses along Route 3A and newer residential developments in small subdivisions on either side.

Manchester Airport is a hub for local economic activity. The runways were recently lengthened allowing jets to use the east/west runway. The increased traffic of larger aircraft increased noise levels at the northern end of the airport. Many areas immediately adjacent to the airport or under the flight path have high noise areas with  $L_{DN}$  (day-night) noise levels over 65 decibels. The residential homes with high noise levels are older and were originally developed up to 50 years ago.

As previously noted, the NH Department of Transportation intends to building a connector road across the river on the tract immediately north of the subject property. After the bridge is complete, the State of New Hampshire will reportedly let the City of Manchester build a kayak park on the remaining land. The City of Manchester also owns the land along the river immediately south of the subject tract.

### **Life Stage of the Neighborhood**

The majority of the residentially-zoned land is already developed. A few tracts of vacant land along the river still remain. As a result, the character of the uses in the area is not likely to significantly change in the foreseeable future. The only change is that a tract just north of the proposed bridge/connector road is planned for an extended-stay hotel due to its commercial zoning.

### **Public Services**

Public water, electric, natural gas, and telephone services are available throughout the neighborhood. Fire and police protection are comparable among competing neighborhoods. Public transportation is available in the subject neighborhood. However, bus service is available north of the neighborhood along Route 3A, to the airport, and through the industrial park (Perimeter Road) surrounding the airport. The neighborhood is served by the Manchester Public School District. An elementary school is located along Goffs Falls Road.

### **Summary and Conclusion**

The subject property is located in a mature residential area southwest of Manchester Airport. Much of the area has already been developed. Traffic along Route 3A will increase once the connector road is constructed connecting this area to the Everett Turnpike across the Merrimack River.



## ZONING ANALYSIS

The subject property is zoned "R-1B" Residential One-Family High Density District by the City of Manchester. The zoning classification allows for single-family detached residential uses, public schools, and municipal buildings. A manufactured housing park or subdivision may be allowed with a conditional use permit. The primary development regulations under this zoning classification are as follows.

Minimum Lot Area:	7,500 SF
Minimum Lot Frontage:	75 feet
Maximum Lot Coverage:	50%
Maximum Floor Area Ratio:	0.5:1
Maximum Height:	35 feet (2.5 stories)
Setback Requirements:	
Front Yard:	20 feet
Side Yard:	10 feet
Rear Yard:	30 feet
Shoreline Protection Act:	250 feet for septic systems.
Minimum Required Parking:	2 spaces off-street.

The City of Manchester treats the subject site as one lot for assessing purposes. The subject site was originally platted at 23 small lots (Lots 1 through 23 of Shoreland Acres) platted in March 15, 1923. It is uncertain whether the lots were officially merged into one lot. Since the City treats this property as one lot, it will be appraised as one lot in this analysis. As one lot, the subject site complies with the minimum lot size and minimum lot frontage.

According to the original plat in 1923, the site ranges in depth from 70 to 92 feet. However, based on a recent survey of a tract of land to the north, the river may have eroded 20 feet or more of the depth of the lot. Thus, the actual depth between the road and the river may be as little as 50 to 72 feet. At a depth of 50 feet, this portion of the site would have no buildable area after deducting the front and rear setback requirements. The remainder of the land would have little buildable depth.

No additional deed restrictions are known to exist on the lot.



## TAX AND ASSESSMENT ANALYSIS

The subject property is under the taxing jurisdiction of the City of Manchester, Manchester Public School District, Hillsborough County, and the State of New Hampshire. The subject property is identified as being Tax Map 713/Lot 1. The assessed value of the subject property for 2004 is summarized below.

	Assessed Value Map 713/Lot 1
Land Value	\$267,150
Improvements	<u>+0</u>
Total	\$267,150
2003 Equalization Ratio	<u>÷ 0.571</u>
Implied Market Value	\$467,863

The implied market value by the Assessor's office is higher than the market value estimated herein. It is over-assessed. However, since the property is owned by the City of Manchester, the property is exempt from real estate taxes. The site is assessed as if it were a buildable tract of land. It should be noted that the tract of land immediately south of the subject site is assessed for only \$8,820 and has a stated lot size of 4,549 SF (or \$1.939 per SF). The tract of land immediately north of the subject site is assessed for only \$10,100 and has a stated lot size of 10,000 SF (or \$1.01 per SF). Applying a value of \$1.50 per SF to the subject site, its assessed value would be only \$62,700. Thus, the subject site is also over-assessed based on the assessments of the adjacent tracts.

The 2004 tax rate (per \$1,000 of assessed valuation) for these combined taxing entities is \$27.92. The rate is subject to change based on the outcomes of several court cases related to a new state-wide property tax which partially subsidizes local public schools. Since the property is exempt from taxes, no outstanding real estate taxes exist.



Peterboro

Bremner Street

Brown

Avenue

Merrimack

PLAN OF  
SHORELAND ACRES  
MANCHESTER NH

Fisher Walsh & Rausch Corp  
Architects & Engineers  
Boston Mass.

Filed Mar. 15, 1923

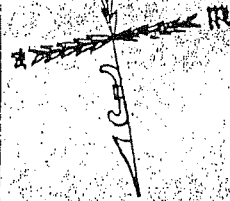
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Subject



Plate No 1 85v





NATIONAL FLOOD INSURANCE PROGRAM


**FIRM**  
FLOOD INSURANCE RATE MAP

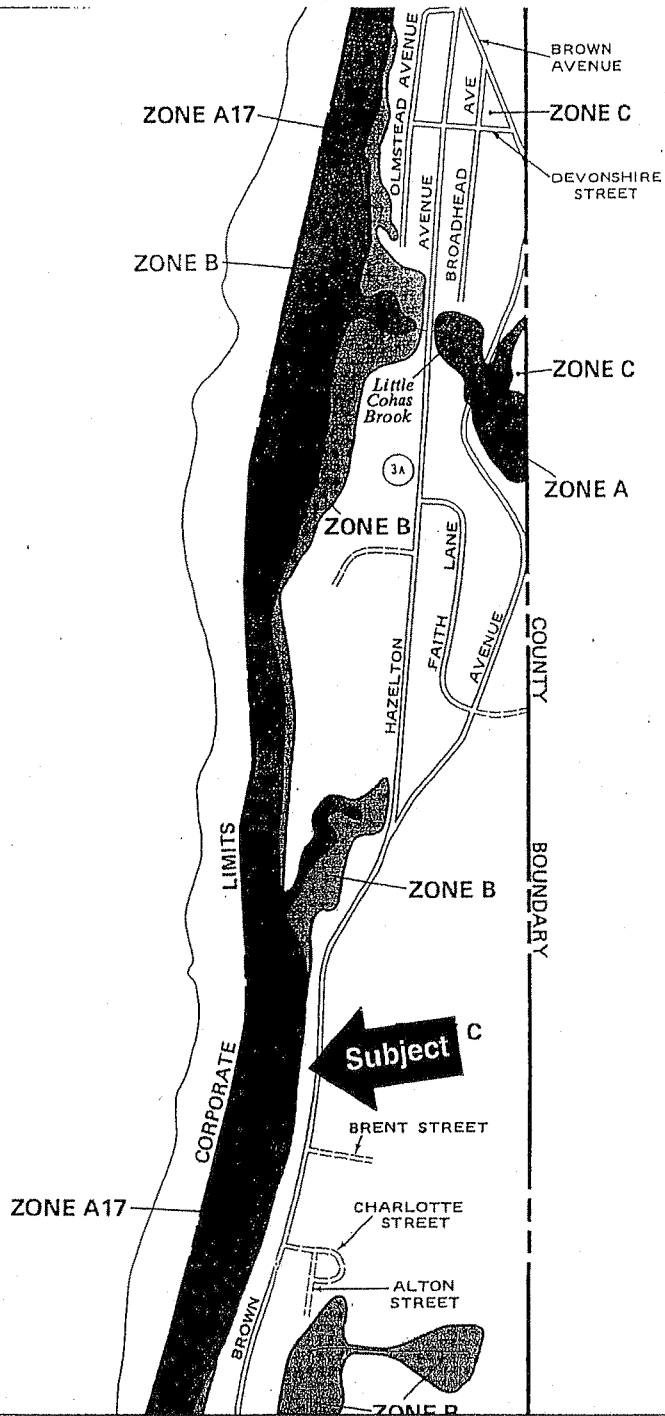
CITY OF  
MANCHESTER,  
NEW HAMPSHIRE  
HILLSBOROUGH COUNTY

PANEL 30 OF 30

COMMUNITY-PANEL NUMBER  
330169 0030 B

EFFECTIVE DATE:  
FEBRUARY 18, 1981

 federal emergency management agency  
federal insurance administration



**Flood Insurance Rate Map**



## SITE ANALYSIS

The subject property consists of a narrow tract of vacant land between Brown Avenue (U.S. Route 3A) and the Merrimack River, north of Brent Street in Manchester, New Hampshire. According to the Assessor's tax map, the site has 544.7 feet of frontage and has a depth of 70 to 92 feet. However, if the subject site is similar to the land to the north, the area along the shoreline has eroded since the original plat in 1923. Based on surveys of a tract to the north, the depth of the lot may have decreased by 20 feet or more due to erosion. It is unlikely that the various government agencies would let the river be filled in order to return the land to its original depth when platted. Based on the current depth of the lot, there is little buildable area on the site after deducting the front and rear setbacks requirements under the zoning regulation. Please refer to the copy of the original subdivision plat which is presented on a preceding page.

The following information is a brief synopsis of the characteristics of the subject site.

**Site Size/Dimensions:** 41,800 SF (or 0.39 hectares) per the Assessor's property record card. This area is based on the dimensions shown on the original plat in 1923. The actual area of the site may be less due to a shallower depth. No recent survey of the land is available.

Several dimensions are known for the tract located just north of the subject site. The dimensions stated in the deed dated November 7, 1984 state that the original size was 100 feet frontage by 100 feet depth. However, the Assessor's Tax Map of the tract to the north shows that the land is only 43 to 44 feet deep. Another plan show the northern boundary (or depth) to be only 49 feet. Copies of these maps/plans are presented in the Addenda. Based on these documents, it is felt that the northern boundary of the subject site is at most 50 feet (which is significantly less than the 70 feet indicated on the plat).

If the erosion of the subject site is similar to the tract to the north, the size of this site is likely to be 30,000 SF or less. For this analysis, a size of 30,000 SF will be used barring a survey being performed.

**Frontage:** The tax map indicates that the site has 544.70 feet of frontage on Brown Avenue (U. S. Route 3A). The site also has a similar amount of frontage along the Merrimack River.

**Access/Visibility:** There is a guard rail owned by the City of Manchester in the right-of-way for Brown Avenue in front of the subject site. This guard rail is to protect motorists from accidentally falling down the steep slopes on the subject site. According to the Highway Department with the City of Manchester, this guard rail could be removed if the site is developed.



Any potential development would likely require retaining walls and guard rails on the subject site. The front of the site has good visibility but the remainder of the site is substantially below street grade.

Topography:

The front edge of the site is relatively level and at street grade. The remainder of the site contains steep slopes down to the Merrimack River. Based on a topographic map of a tract to the north, the subject site appears to drop approximately 30 feet in elevation between its frontage along Brown Avenue and the river.

Floodplain Status:

A copy of FEMA's Flood Insurance Rate Map is presented on Page 38 of this report.

FIRM Panel #:

#330169-0030-B

Map Date:

February 18, 1981

Zone/Comments:

The area immediately along the river is designated Zone A17 (100-year flood plain). The remaining land is designated Zone C (area of minimal flooding).

Wetlands:

No wetlands appear to exist on the site due to the steep slopes.

Surrounding Land Uses:

The surrounding land uses include single-family detached houses to the east across Brown Avenue. On the west side of Brown Avenue, the tract of land to the north includes a narrow strip of vacant land with similar narrow depth and steep slopes and an older house on an older lot. The narrow strips of vacant land with shallow depths and steep slopes are located immediately to the south. Farther to the south, some single-family detached houses exist on deeper lots along the river.

The larger tract to the north is about to be acquired by the NHDOT for the construction of the proposed access road between the airport and the Everett Turnpike. If it were not for the taking of the land, the developer was proposed to develop the site with multi-family uses. The smaller lot to the north is to be taken for the construction of a kayak park. According to NHDOT regulations, these takings are not to be considered when appraising the subject property.

Utilities:

Utilities to the site are provided by the following:

Water:

City of Manchester

Sanitary sewer:

None. No municipal sewer line exists in this section of Brown Avenue. The sewer line for the homes across Brown Avenue is in an easement located at the rear of the lots. The closest sewer lines are near the intersection of Route 3A and Pettingill Road to the north or along Brent



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Electricity:  
Natural Gas:  
Telephone:

Street to the south. Due to the Shoreline Protection Act, no new septic systems may be located within 250 feet of the Merrimack River.  
Public Service of New Hampshire  
Energy North  
Verizon

Easements:

No survey was provided to the appraiser. The tax deed does not indicate any easements. It is specifically assumed that no unknown easements exist which would adversely affect the value of the subject site.

Encroachments:

None appear to exist.

Hazardous Materials:

No Level I site assessment was provided to the appraiser. It is specifically assumed that no hazardous materials exist on the site which would adversely affect the value of the property.

Site Improvements:

No improvements exist on the site. The site is heavily wooded.

In summary, the primary limiting factor of the subject site is its shallow depth and steep slopes. After deducting for the front and rear setback requirements under the zoning ordinance, little buildable area remains. Even if the City owns the portion of the river that was originally part of the subject site, it is uncertain whether the state and federal agencies would allow that portion of the river to be filled. Even if these agencies would allow the river to be filled, the filling of the site to allow for a suitable foundation for a building would be expensive and is not likely to be economically feasible. For this analysis, no filling of the land in the river is assumed herein. Finally, the subject site is not served by a municipal sewer line and no septic system would be allowed on the site. The extension of a sewer line to the subject site would also be expensive.

Photographs of the subject property are presented in the Addenda.



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## **ANALYSIS OF DATA AND CONCLUSIONS**



## HIGHEST AND BEST USE

The fundamental concept of highest and best use may be defined as:

*"The reasonably probable and legal use of vacant land or an improved property which is physically possible, appropriately supported, financially feasible, and results in the highest value."<sup>3</sup>*

In determining the highest and best use of the site or property, the appraiser should consider, when applicable, the effect on use and value of the following factors:

1. *the physical adaptability of the property;*
2. *existing land use regulations;*
3. *reasonably probable modifications of such land use regulations;*
4. *economic demand and supply;*
5. *documentable property value trends; and*
6. *optimal uses of the property.*

These six factors are individually discussed as follows:

### **Existing Land Use Regulations/Reasonably Probable Modifications of Such Regulations**

As vacant, the "R-1B" Residential One-Family High Density District by the City of Manchester. The zoning classification allows for single-family detached residential uses, public schools, and municipal buildings. A manufactured housing park or subdivision may be allowed with a conditional use permit. Given the single-family uses located across the street, no changes in the zoning are likely. Again, although it is uncertain whether the original lots were legally merged, the subject site will be treated as one lot since the City treats it as one lot for assessing purposes. Based on the front and rear setbacks under this zoning ordinance, little buildable area remains on the site. The site is further impacted by the Shoreline Protection Act. No new septic system may be located within 250 feet of the shoreline.

### **Physical Adaptability of the Property**

The subject property is a narrow strip of vacant land located between Brown Avenue and the Merrimack River. According to the Assessor's tax map, the subject site has a depth of 70 to 92 feet. Based on the survey of a tract to the north, the current depth of the tract to the north is 49 feet or less. The depth of this tract appears to be relatively similar to the northern end of subject site. The southern end of the site has a slightly wider depth. In addition, there is a change in elevation of approximately 30 feet (from the road to the river) over this distance. Thus, there are steep slopes across the site. No

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<sup>3</sup>Appraisal Institute, The Appraisal of Real Estate, Eleventh Edition, (copyright 1996), Page 50.



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municipal sewer line is located in this section of Brown Avenue. The extension of a sewer line to the site would be expensive.

Even if the City owns the portion of the river that was originally part of the subject site, it is uncertain whether the state and federal agencies would allow that portion of the river to be filled. Even if these agencies would allow the river to be filled, the filling of the site to allow for a suitable foundation for a building would be expensive and is not likely to be economically feasible. As previously discussed, no filling of the land in the river is assumed herein. Given these factors, the site is viewed as unbuildable.

### **Economic Demand and Supply/Documentable Property Value Trends**

There is limited demand for unbuildable lots in this market area. Most unbuildable tracts are purchased by abutters for the expansion of their existing sites. The excess land can provide extra privacy or back yard space, additional space for parking, or solve encroachment, access or drainage problems. When the unbuildable lot has frontage on a river, pond or lake, it can provide a recreational or view amenity. The value of the property is dependent on the type of potential recreational use and the ability of the buyer to take advantage of this use. The recreational uses include only a view amenity at one extreme to canoe or boat access at the other extreme. An intermediate use would be as a fishing site. In the northern portion of the state, landlocked tracts with deeded pedestrian access are often sold for hunting purposes.

In regards to the subject property, the site has approximately 540 to 550 feet of frontage on the Merrimack River. However, the steep slopes and the lack of parking along the road reduce its appeal. A staircase would need to be built to provide access down from the street to the water. If not purchased by an abutter, retaining walls, fill dirt, and additional guard rails would be needed to provide parking along the road. The local potential buyers are limited. The NHDOT is about to buy the land to the north. The NHDOT is thinking about donating the excess land on the site to the north for the construction of a kayak park. If the subject site is also purchased, a longer continuous strip of land for the park could be created. The only other nearby property owners that may have an interest in the property are the homeowners located across the street. However, the need for the subject site would be reduced if a park is built on the adjacent land. The local residents could enjoy the river frontage without needing to purchase the subject site.

Few sales of unbuildable lots along a river have occurred. Value trends are difficult to establish.

### **Optimal Use**

Based on these factors, the highest and best use of the subject site, as vacant, would be to sell the land to an abutter that wanted to expand their existing site. The subject tract would provide these tracts with additional river frontage. However, the subject site offers little development potential. The shallow depth does not provide a suitable building site. Only a small portion of the subject land (near the road) can be used for density purposes. According to Terry Harlacher (Chief Planner with the City



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of Manchester), the number of potential housing sites is estimated by taking the amount of uplands (gross acres less areas of wetlands and steep slopes) and deducting approximately 20% for roads. Since nearly the entire site is comprised of steep slopes, the small amount of level land would offer little development potential to an abutter. The abutters will not significantly benefit from the addition of the land. The land immediately to the north is a 100'-wide vacant tract with only 4,350 SF. The land to the south is only a 50'-wide lot. Both tracts have steep slopes and similar development problems. The City of Manchester owns the land further to the south.

Alternative buyers would be nearby residents who wanted the site for recreational purposes. However, if a kayak park is to be created on the land to the north, there is less need for the nearby owners to purchase the land for recreational purposes.



## VALUATION PROCESS

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The market value of the subject property was estimated by the use of the Sales Comparison Approach. The Income Capitalization and Cost Approaches are typically not appropriate when appraising residentially-zoned vacant land in this market.

### SALES COMPARISON APPROACH

The Sales Comparison Approach is used to estimate the value of the subject site. The subject site is a small unbuildable tract of vacant land. There is a scarcity of vacant unbuildable riverfront lots in southern New Hampshire. Only two recent sales of smaller lots could be verified. Instead of using sales from different areas of the state, older sales of larger tracts of unbuildable riverfront land located almost across the river from the subject property are presented to provide additional support.

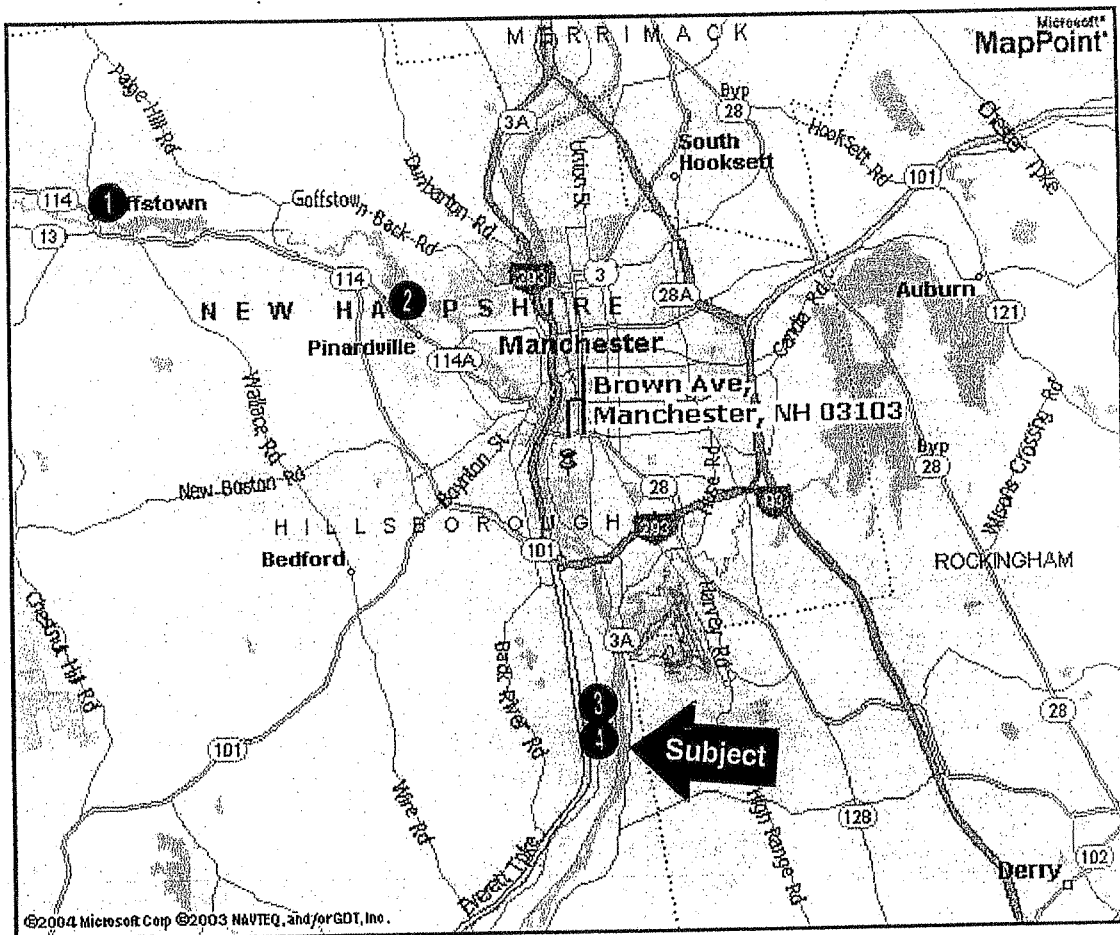
The comparable sales will be analyzed in terms of sales price per lineal foot of river frontage. Based on the sales prices of Comparable Sales No. 3 and 4, little variation in sale price appears to occur for unbuildable lots due to the size of the land. These tracts are purchased for recreational uses. Their values appear to vary based on the amount of river frontage. In addition, these sales varied based on location (road access, views, and appeal of the surrounding land uses and general area), topography/utility of the water front, and size. The comparable sales used in this analysis are presented in the table on the following page. Photographs of the sales and copies of their proposed site plans are presented in the Addenda.



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<u>Sale No.</u>	<u>Date</u>	<u>Location</u>	<u>Size/ LF River</u>	<u>Sale Price</u>	<u>Comments</u>
<b><u>Small Land Sales with River Frontage</u></b>					
1	2/02	Mill Street Goffstown, NH (Part of Map 34/ Lot 115)	16,360 SF  200.65 LF	\$20,000  \$1.22/SF  \$99.68/LF	This land is a lot line adjustment of the rear of two adjacent lots. Frontage = 200.65 feet on the Piscataquog River. The buyer is an abutter and wanted a larger back yard. The land had little flood plan but had a 6-inch force main easement through the northwest corner. Zoning: "R-1" District.
2	4/01	36 Shore Drive, Goffstown, NH (Map 22/Lot 1)	9,100 SF  150+ LF	\$10,000  \$1.09/SF  \$66.67/LF	This lot is a shallow lot which is unbuidable. Frontage = 150+ feet on the Piscataquog River and 130+ feet on Shore Road. Primarily level lot with good views. Zoning = "R-2" District. Flood plain. It was purchased by a relative of an abutter. Potential title issues.
<b><u>Larger Land Sales With River Frontage</u></b>					
3	12/99	Riverfront land with no access Bedford, NH (Map 35/Lot 10)	2.20 acres  920+ LF	\$50,000  \$0.52/SF  \$54.35/LF	A narrow strip of land between the Boston & Maine railroad tracks and the Merrimack River. Frontage = 920+ feet. No road frontage. No utilities to the site. Zoning = "SF" District. It was purchased by a nearby church for recreational use.
4	12/98	Riverfront land with no access Bedford, NH (Map 36/Lot 8)	4.80 acres  209,088 SF  1,100+ LF	\$52,000  \$0.25/SF  \$47.27/LF	A strip of land between the Boston & Maine railroad tracks and the Merrimack River. Frontage = 1,100+ feet. No road frontage. No utilities to the site. Zoning = "PZ" District. It was purchased by a nearby church for recreational use.
Subj.		Brown Avenue Manchester, NH (Map 713/Lot 1)	41,800 SF stated 30,000 SF assumed  545+ LF estimated		Narrow stip of unbuidable land between Brown Avenue and the Merrimack River. Frontage = 544.7 feet on Brown Avenue and 540-550 feet on the Merrimack River. Steep slopes. No access to municipal sewer.







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The following comments summarize the analysis of these sales.

**Small Riverfront Land Sales:**

1. Land Sale No. 1 is a lot-line adjustment of riverfront land east of Mill Street along the Piscataquog River in Goffstown. The seller sold off part of their back yard with its river frontage to an abutter that wanted a larger back yard. This location is off of a quiet residential side street just east of downtown Goffstown. This location is superior to the subject location since the land is in a quiet residential area. The land has gentle to moderate slopes. Both lots have road frontage, access to utilities, and are improved with single-family houses. This land is back land and cannot be sold as a separate lot. However, it should be noted that the seller lost its river frontage by selling off the back land. This exchanged land is smaller and has less river frontage than the subject site.
2. Land Sale No. 2 is an unbuildable riverfront lot on the north side of Shore Drive along the southern edge of the Piscataquog River in Goffstown. This lot is in a quiet residential area with inferior quality older cottages and houses. The lot has good views and abuts calm open water. As a result, this location is considered superior since it does not abut a busy highway. The majority of the site is relatively level and at grade with Shore Drive. This site is very usable for recreational purposes. This site is smaller and has a smaller amount of river frontage. The site was purchased by a relative of the owners of the adjacent house (on Map 22/Lot 2).

**Larger Land Sales With River Frontage**

3. Even though Land Sales Nos. 3 and 4 are older, they are included in this analysis due to their close proximity to the subject property. They are located across the river and slightly north of the subject property. Both properties are strips of land between the Boston & Maine railroad tracks and the Merrimack River. Neither tract has access from a public road. The railroad company typically does not allow road crossings over its tracks except for public street or major developments. These tracts have commercial or industrial zonings. Both tracts along with a church property at the Bedford/Merrimack line were subsequently purchased by the NHDOT for the airport access road right-of-way and protection of an eagle's nesting habitat.

Land Sale No. 3 has 2.20 gross acres which is mostly in the 100-year flood plain and slopes steeply down to the river. A small area near the railroad tract has slight to moderate slopes and is not in the 100-year flood plain. This tract has 920 feet of river frontage which is larger than the subject site. It was purchased for recreational purposes. The sales price included \$10,000 cash and a charitable contribution of \$40,000. Although the buyer indicated that the sale price was at market, these terms may produce a less reliable value indication than a cash sale.



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Land Sale No. 4 has 4.80 gross acres and only a small portion of the site along the river is located in the 100-year flood plain. The remainder of the tract is level to gently sloping and partially cleared. It was located directly across the railroad tracks from the buyer's church property. The property was purchased for recreational purposes.

#### Terms of the Sales/Seller Financing

In all cases, the relative motivation of the buyer or the seller probably had a substantial impact on the final sales price. None of the sales were felt to be distressed. Based on the available data, it appears that most buyers and sellers acted in their own best interest given the limited marketability of each site. However, it appears that the seller of Sale Comp No. 1 may have unknowingly hurt the value of the remainder of their property by giving up its river frontage.

Except for Sale Comp No. 3, the sales involved cash to the seller. Sale Comp No. 3 involved \$10,000 in cash and a \$40,000 charitable write-off. As previously noted, these terms tend to be less reliable than cash sales.

#### Changes in Market Conditions

There are very few sales of separate unbuildable lots especially with river frontage. The limited number of sales makes it difficult to estimate an adjustment for changes in market conditions. The primary market for unbuildable lots for recreational purposes is abutters and nearby land owners. Some sales involve lot line adjustments. Values trends of buildable lots are felt to be inappropriate since the number of potential buyers significantly increases. Given the limited market for unbuildable land, it is typically a buyer's market except when the buyer needs the land to fix a problem.

In the following analysis, only Sales Comps Nos. 2, 3 and 4 will be used to estimate the market value of the subject property. These tracts were purchased for recreational purposes. Land Sale No. 1 increased the buildable area of the buyer's land and had a higher contributory value. It will not be used herein.

A comparison of the sales prices per lineal foot of river frontage show only a small variation in price for Sale Comps Nos. 2, 3, and 4 after adjusting for location. Sale Comp No. 2 has the higher value per lineal foot but has superior location, access and topography. Sale Comp No. 3 involved a partial charitable contribution. Given that these sales are non-buildable lots, it is felt that the market for these types of properties has not significantly changed since 2001. Based on these sales, no adjustment for market conditions will be used in this analysis.

#### Location Adjustments

Location adjustments are based on the differences in the views, surrounding housing values, and overall appeal of the area. Sale Comp No. 2 is located in quiet residential area. In contrast, the subject tract is located along a busy arterial road. As a result, the subject land has lower appeal for residential



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uses. Too few sales exist in order to estimate an exact adjustment. Based on conversations with residential appraisers, homes along busy arterial roads tend to sell for a 5% to 10% discount as else being equal. All of the loss in value should be attributable to the difference in the value of the land. For new homes, land values are approximately 30% of the value of the home. Thus, the adjustment for a busy arterial road should be in the range of 16.7% to 33.3%. For this analysis, downward adjustments of 25% will be made for Sale Comp No. 2.

For Sale Comps Nos. 3 and 4, the sites have no direct access to a highway. The owners of these site must walk across the railroad tracks to get to the site. These railroad tracks are used infrequently (only several times per week). Nevertheless, the railroad company is not likely to allow a road crossing over the railroad tracks without significant compensation (if at all). Given the limited sales, no direct basis exists for estimating suitable adjustments. However, the sales price per lineal foot of Sale Comp No. 2 tends to limit the size of any potential adjustment. It has frontage on a street as well as access to utilities. The presence of utilities should have little impact on the value of non-buildable land. Although somewhat subjective, Sale Comps Nos. 3 and 4 will be adjusted upward 10% due to their inferior access.

#### Topography/Utility of Waterfront

Adjustments should be made for the difference in utility of the waterfront or land between the comparable sales and the subject site. The subject site has steep slopes and no place to park along the road frontage. In contrast, Sale Comp No. 2 is unbuildable is flat, at street grade, and has frontage on calm water near a dam. Sale Comp No. 3 has moderate slopes down to the water's edge. Sale Comp No. 4 has steep slopes along the edge of the water but also a level area near the railroad tracks. Although the slopes of all three sales are superior to the subject site, Sale Comp No. 3 is most similar in topography to the subject site.

In analyzing the adjustments for this factor, the variation in sales price per lineal foot of river frontage will be analyzed between a level site (Sale Comp No. 2) and the site with the steeper slopes (Sale Comps Nos. 3 and 4). After adjusting for location, there is no difference in value per lineal foot between Sale Comps Nos. 2 and 3. There is a 13.3% difference in value per lineal foot between Sale Comps Nos. 2 and 4. This range sets the limits to the adjustments. Again, even the slope of Sale Comp No. 3 is superior to the subject site.

Based on this data, the adjustments for slope/utility of the waterfront are estimated to be -15% for Sale Comp No. 2, -5% for Sale Comp No. 3, and -10% for Sale Comp No. 4.

#### Size - Length of River Frontage Adjustment

After adjusting for location, values per lineal feet of river frontage for Sale Comps Nos. 2, 3, and 4 fall within a narrow consistent range. Although one would expect a general trend of increasing value per lineal foot as the frontage (and lot size) decreases, there appears to be little change over the range of frontages for these sales. Therefore, no adjustment will be made for this factor.



Value Estimate - Sale Price per Lineal Foot of River Frontage

For this analysis, the subject property will be analyzed based on the sale price per lineal foot of river frontage of the comparable sales. Given the recreational use of the property, the amount of river frontage is felt to be a good measure of the amount of amenity provided. Adjustments for location, topography/utility, and size will be made to adjust for the primary differences between the comparable sales and the subject property. The table on the following page summarizes the adjustments previously discussed.

Adjustment Grid - Sale Price per Lineal Foot of River Frontage

	<u>Subject</u>	<u>Sale Comp No. 2</u> <u>Shore Drive</u>	<u>Sale Comp No. 3</u> <u>Map 35/Lot 10</u>	<u>Sale Comp No. 4</u> <u>Map 36/Lot 8</u>
Land Size (SF)	30,000 SF assumed	9,100 SF	2.20 acres	4.80 acres
River Frontage	545± feet	150 feet	920± feet	1,100± feet
Sales Price/LF		\$66.67	\$54.35	\$47.27
Terms of Sale	-	Cash to seller +0% title flaws +20%	Partial charitable contribution +0% assumed	Cash to seller +0%
Market Cond./Time	-	+0%	+0%	+0%
Adj. Sales Price/LF		\$80.00	\$54.35	\$47.27
Location	Busy Artery	Quiet residential -25%	No road access +10%	No road access +10%
Topo./Utility of the Water Frontage	Steep slopes	-15% level open water	-5% moderate slopes open water	-10% Half level, half steep slopes open water
Size (Length of Frontage)	545± feet	+0%	+0%	+0%
Total Adjustments		-40%	+5%	+0%
Adjusted Value/LF		\$48.00	\$57.07	\$47.27

The indicated adjusted value range for the comparable sales is \$47.27 to \$57.07 per lineal foot of river frontage. Sale Comp No. 3 involved a small amount of cash and a charitable contribution. It is given less weight. Based on this analysis, a value of \$48.00 to \$50.00 per lineal foot of river



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frontage is felt to be appropriate for the subject site. Therefore, the market value of the subject site is estimated as follows.

<u>River Frontage</u>		<u>Value per L.F.</u>		<u>Indicated Value</u>
545 feet	x	\$50.00	=	\$27,250
545 feet	x	\$48.00	=	\$26,160
Rounded to,				\$27,000



## RECONCILIATION AND FINAL VALUE ESTIMATE

The Sales Comparison Approach was utilized in estimating the market value of fee simple interest in the subject property, considered "as is". The following is a brief discussion of the value indication and comments on the reliability of this approach.

<u>Valuation Approach</u>	<u>Estimated Market Value</u>
Sales Comparison	\$27,000
Income Capitalization	Not Appropriate
Cost	Not Appropriate

The Sales Comparison Approach was based on sales that are representative of the prices being paid in the local marketplace. Although somewhat dissimilar in location, amount of river frontage, topography/utility, and size, these sales represent the best available sales which could be verified in the marketplace. Given the unique nature of the property (unbuildable waterfront land), few recent sales exist in the marketplace. The comparable sales were older than would be ideal but still provided consistent sale prices per foot of river frontage.

Based on this analysis, the market value of the fee simple interest in the subject property considered "as is", subject to the assumptions and limiting conditions set forth herein, as of March 25, 2005, is estimated to be \$27,000.

TWENTY SEVEN THOUSAND DOLLARS



17

## **ADDENDA**



17

**SUMMARY OF QUALIFICATIONS**  
**DUANE H. COWALL, MAI**

PROFESSIONAL DESIGNATIONS AND MEMBERSHIPS

Member, Appraisal Institute (MAI designation).

- Currently completed the continuing education requirements of the Appraisal Institute.
- Former Associate Instructor for the Appraisal Institute.

Certified General Appraiser - New Hampshire. (NHCG-136).

Certified General Real Estate Appraiser - Massachusetts. (CG-3962).

Certified General Appraiser - Maine. (CG00001166).

Certified General Real Estate Appraiser - Vermont. (License No. 080-0000192).

Real Estate Broker - New Hampshire (License No. 048180).

REAL ESTATE EXPERIENCE

Owner, Cowall Appraisal & Consulting, Bedford, NH. (April 1996 to Present).

Commercial real estate appraiser and consultant.

- ° Performing appraisals on a wide variety of commercial real estate in the northeast U.S.
- ° Property tax abatement consultant.

Manager of Valuation and Property Tax Services, Coldstream Real Estate Advisors, Inc., Bedford, NH. (August 1996 to July 1997).

Commercial real estate consultant performing appraisals, tax abatements, real estate brokerage and leasing, expert witness, and general consulting services.

Chief Appraiser, First NH Bank (Bank of Ireland First Holdings Inc.), Manchester, NH. (July 1992 to April 1996).

Manager of the appraisal, appraisal review, and tax abatements functions for the bank.

- ° Responsible for the Approved Appraiser list as well as the bank's compliance with all FDIC, FIRREA, and USPAP regulations for appraisal related issues.
- ° Managed all property tax abatements for the bank.
- ° Managed a staff of three people.

Vice President, Farwell & Associates, Dallas, Texas. (1990 to 1992).

Manager and a senior commercial real estate appraiser.

- ° Extensive experience providing real estate appraisals and consultations on a wide variety of commercial properties including large multi-tenant office buildings, office warehouses, apartments, condominium developments, land, land developments, hotels, nursing homes, and other special purpose properties.
- ° Appraised properties located in Texas, Oklahoma, Colorado, Massachusetts, New Hampshire, Rhode Island, and Vermont.
- ° Testified as an expert witness in Federal Bankruptcy Court.
- ° Management responsibilities included hiring and training of new appraisers, reviewing appraisals, and the purchasing of equipment for the firm.

Commercial Staff Appraiser, Crosson Dannis, Inc., Dallas, Texas. (1984-1990).



- 17
- Performed real estate appraisals and consultations on a wide variety of commercial properties.
  - Appraised properties located in Texas, Oklahoma, Colorado, Missouri, Kentucky, West Virginia, and Wisconsin.
  - Testified as an expert witness in Federal Bankruptcy Court.

Market Analyst, Pulte Home Corporation, West Bloomfield, Michigan; Dallas, Texas; and Denver, Colorado. (1981 to 1984).

- From 1983 to 1984, I performed major market studies involving demand forecasts, competitive analyses, site analyses, and product recommendations. Major market studies were performed in Denver, Seattle, Miami, and Baltimore. Specific site analyses were performed in Denver, Chicago, and Orlando.
- From 1981 to 1983, I worked as a construction superintendent/project manager which involved direct supervision of subdivision construction operations, managing personnel, budgeting, costing, and negotiating.

Chemical Engineer, Pennwalt Corp., Organic Division, Wyandotte, Michigan. (1978 to 1979).

- Duties included trouble-shooting process-related production problems and recommending design changes to improve production efficiencies.

Assistant Engineer, Babcock & Wilcox Co., Air Pollution Control Department, Barberton, Ohio. (1978).

- On-site supervisor of development of a new air pollution control system for western-coal power plants.

## EDUCATION

*University of Michigan*, Ann Arbor, Michigan.

- M.B.A. in Finance. May 1981. (Top 20% of class).
- B.S.E. in Chemical Engineering. August 1977.

*Hope College*, Holland, Michigan. B.A. May 1976.





THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



17

CAROL A. MURRAY, P.E.  
COMMISSIONER

March 1, 2005

Duane H Cowall MAI  
Cowall Appraisal & Consulting  
5 Whitney CT  
Bedford NH 03110

Re: Bed-Man-Lond-Merr #11512, Parcel 815

Dear Mr. Cowall:

We concur with your fee estimate and time frame for the above referenced parcel. Your proposal indicated the following:

Appraiser	Duane H. Cowall
Fee:	\$2,500
Date of Completion:	3/31/05

Please proceed with the assignment as proposed and contact me immediately if you anticipate any delays. A timely submission is critical to our schedule, and late submissions will be subject to penalties unless we have agreed to a later completion date.

If you need assistance please contact these individuals directly:

Plans:	Victoria Chase	271-3222
Title Abstracts:	Keith Lemire	271-6577

Thank you for your prompt response. If you have any other questions, please call me at 271-1083. We look forward to working with you.



Very truly yours,



Harry C. Hadaway, Jr.  
Chief Right of Way Appraiser

Enclosures

HCH/hch  
Bureau of Right-of-Way  
J.O. Morton Bldg. - Rm. 100  
7 Hazen Drive, Concord, NH 03302-0483  
Tel.: (603) 271-1083

cc: RFP File



266-

-1007-

## KNOW ALL MEN BY THESE PRESENTS

That I, William O. Corbin, Collector of Taxes for the City of Manchester, in the County of Hillsborough and State of New Hampshire, for the year 1940 by the authority in me vested by the laws of the State, and

In consideration of ONE DOLLAR to me paid by the City of Manchester do hereby sell and convey to the said City of Manchester, its heirs and assigns, a certain tract or parcel of land situated in Manchester aforesaid, and described by the Assessors as follows, to wit: Lot 150 Brandon

Formerly taxed under the name of Frederick A. Verville

The whole of the above real estate <sup>was</sup> bought by the City Solicitor of Manchester, N. H., in favor of the said City of Manchester, N. H., at a Tax Collector land sale held at the City Hall in said City of Manchester, N. H., on the seventh day of September one thousand nine hundred and thirty-eight.

TO HAVE AND TO HOLD the said premises with the appurtenances, to the said City of Manchester, its heirs and assigns forever. And I do hereby covenant with the said City of Manchester that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In WITNESS WHEREOF, I have hereunto set my hand and seal, the sixteenth day of September, in the year of our Lord, one thousand nine hundred and forty.

Signed, sealed and delivered in the presence of:  
Beatrice F. LaFlamme William O. Corbin seal  
Cecile C. Hould Tax Collector.  
STATE OF NEW HAMPSHIRE, HILLSBOROUGH, ss. September 16, 1940

Personally appearing William O. Corbin, Collector of Taxes above named, and

acknowledged the foregoing instrument to be his voluntary act and deed  
Before me Yvan R. Caron JUSTICE OF THE PEACE

HILLSBOROUGH, ss.—Received and recorded, 4-45 P.M. September 16, 1940  
and examined by *Donald Penney* REGISTER

## KNOW ALL MEN BY THESE PRESENTS

That I, William O. Corbin, Collector of Taxes for the City of Manchester, in the County of Hillsborough and State of New Hampshire, for the year 1940 by the authority in me vested by the laws of the State, and

In consideration of ONE DOLLAR to me paid by the City of Manchester do hereby sell and convey to the said City of Manchester, its heirs and assigns, a certain tract or parcel of land situated in Manchester aforesaid, and described by the Assessors as follows, to wit:

Lots 7 to 9 Allen Street  
Lot 53 Allen Street  
Lot 71 Allen Street  
Lots 81 to 85 Allen Street  
Lots 81 to 88 Alton  
Lots 1 to 6 Brown Avenue  
Lots 7 to 12 Brown Avenue  
Lots 13 to 18 Brown Avenue  
Lots 19 to 23 Brown Avenue  
Lots 28 to 28 Brown Avenue  
Lots 31 to 36 Brown Avenue

Lots 37 to 42 Brown Avenue  
Lots 43 to 48 Brown Avenue  
Lots 26 to 27 Ceburn  
Lots 413 to 417 Columbia Road  
Lots 418 to 424 Columbia Road  
Lots 425 to 432 Columbia Road  
Lots 433 to 439 Columbia Road  
Lots 440 to 447 Columbia Road  
Lots 448 to 455 Columbia Road  
Lots 456 to 464 Columbia Road  
Lots 465 to 469 Columbia Road

Formerly taxed under the name of Edmund M. Warren.  
The whole of the above real estate was bought by the City Solicitor of Manchester, N. H., in favor of the said City of Manchester, N. H., at a Tax Collector land sale held at the City Hall in said City of Manchester, N. H., on the seventh day of September one thousand nine hundred and thirty-eight.

TO HAVE AND TO HOLD the said premises with the appurtenances, to the said City of Manchester, its heirs and assigns forever. And I do hereby covenant with the said City of Manchester that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In WITNESS WHEREOF, I have hereunto set my hand and seal, the sixteenth day of September, in the year of our Lord, one thousand nine hundred and forty.

Signed, sealed and delivered in the presence of:  
Beatrice F. LaFlamme William O. Corbin seal  
Cecile C. Hould Tax Collector.  
STATE OF NEW HAMPSHIRE, HILLSBOROUGH, ss. September 16, 1940

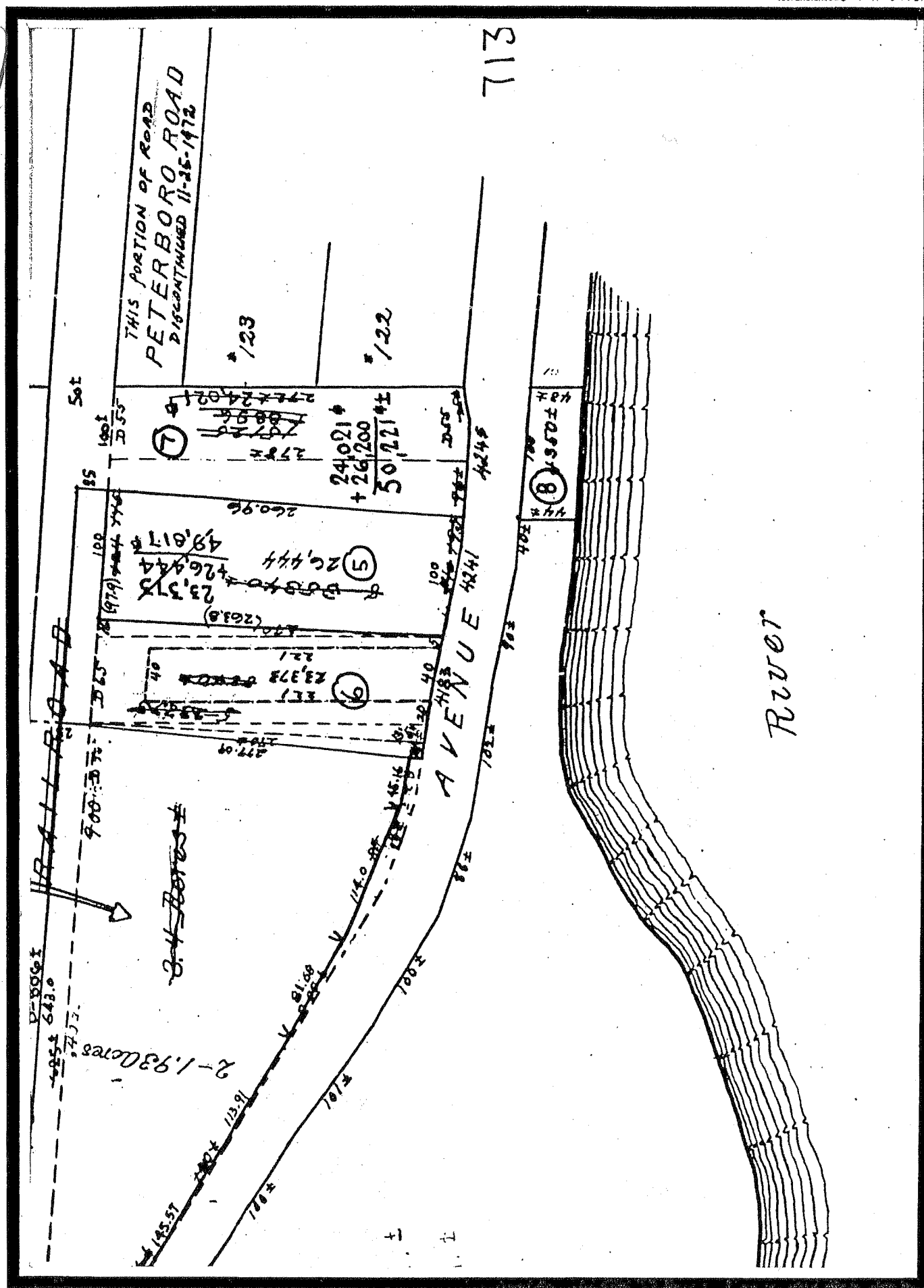
Personally appearing William O. Corbin, Collector of Taxes above named, and

acknowledged the foregoing instrument to be his voluntary act and deed  
Before me Yvan R. Caron JUSTICE OF THE PEACE

HILLSBOROUGH, ss.—Received and recorded, 4-45 P.M. September 16, 1940  
and examined by *Donald Penney* REGISTER

A5















The image shows a dark, heavily textured surface, possibly the back cover of a book. A vertical strip of lighter, more uniform material runs along the right edge, suggesting a hinge or a different material used for the spine area. The main body of the image is covered in a dense, grainy pattern with various light and dark speckles and streaks, indicating significant wear, damage, or a poor quality scan. There are no discernible text or figures.



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**SUMMARIES OF THE COMPARABLE SALES**



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## LAND SALE COMPARABLE NO. 1

Location/Address: East of the east end of Mill Street on the north side of  
Piscataquog River  
City: Goffstown  
County: Hillsborough  
State: New Hampshire  
Map Reference: A portion of Tax Map 34/115 was subdivided off and  
combined with Tax Map 34/Lot 124-1 (Sheet 27)

Grantor: Deborah L. Heiden  
Grantee: Donald A. and Cathleen Ball II  
Date of Sale: 2/20/2002; recorded 2/25/2002  
Deed Recorded: Book 6587/Page 168  
Deed Type: Warranty deed.  
Total Sale Price: \$20,000.  
Tax Stamps: \$300.  
Terms of Sale: Cash to the seller. No mortgage was recorded at time of sale.  
Cash Equivalent Sale Price: \$20,000.  
Sale Price per Square Foot: \$1.22/SF.  
Sale Price/Foot of River Frontage: \$99.68/LF.

Property Description:  
Land Size: 0.376 gross acres (or 16,360 SF) per the site plan.  
Flood plain: Only a small area immediately along the river is located in the  
100-year flood plain.  
Zoning: "R-1" Medium Density Residential District.  
Road Frontage: None.  
River Frontage: 200.65 feet on the Piscataquog River.  
Shape: The site is irregular in shape.  
Topography: The northwest corner of the site is at street grade. The south  
and east sides slope down to the river.  
Utilities: Municipal water, electricity, and telephone are available to the  
grantor's and grantee's lot.  
Easements/Encumbrances: An easement for a 6-inch force main runs across the northwest  
corner of the site.

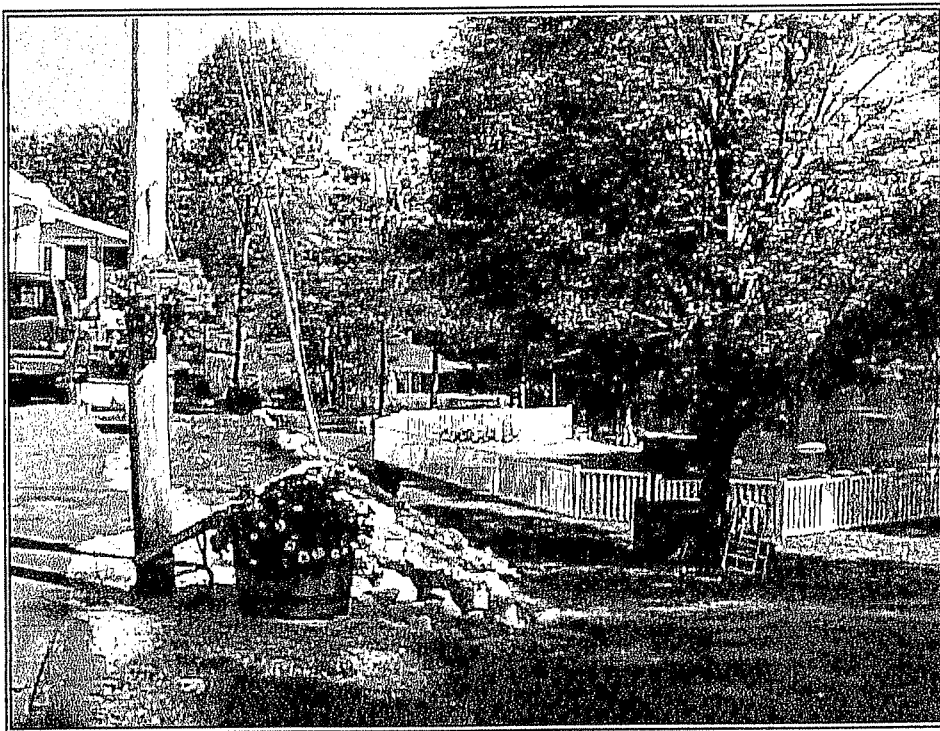
Verified By: Deed/Lot Line Adjustment Plan/Assessor. Grantor and grantee  
could not be reached due to unlisted telephone numbers. No  
broker was reportedly involved.

### Comments:

This sale is a lot line adjustment between two abutting tracts. As a result of the lot line adjustment, the seller no longer has direct access to the Piscataquog River. The grantee has a larger back yard. The plan for the lot line adjustment was approved by the Town on February 14, 2002.

11

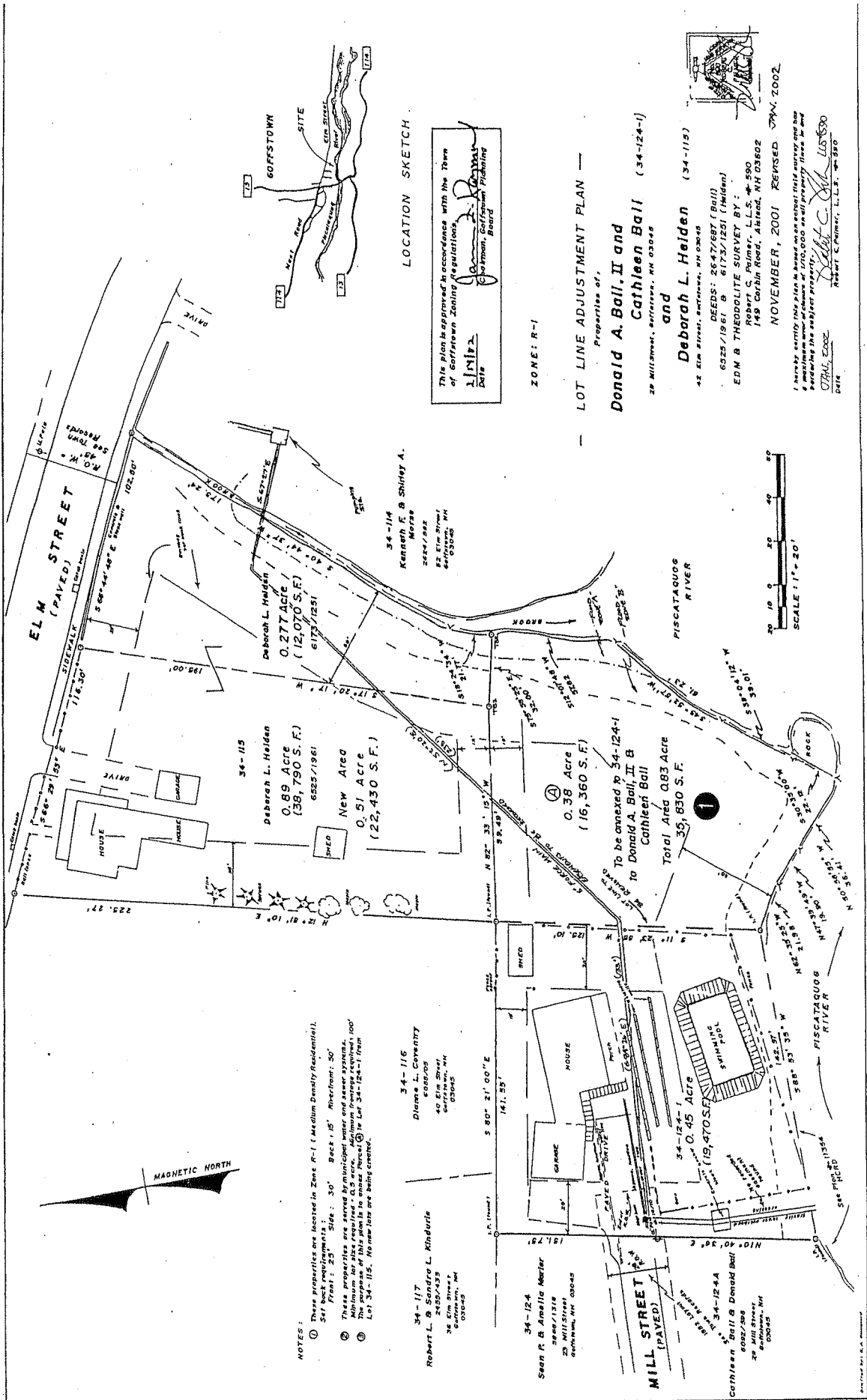




Land Sale No. 1: Rear of Map 34/Lot 124-1, Mill St., Goffstown, NH.



A13



10/12/02

8241N STUBBINS

Dec 14/6

#31603

PLAN 31603



17

## LAND SALE COMPARABLE NO. 2

Location/Address: North side of Shore Drive, east of Moose Club Park Road.  
(south side of Piscataquog River)  
City: Goffstown  
County: Hillsborough  
State: New Hampshire  
Map Reference: Tax Map 22/Lot 1 (Sheet 44)

Grantor: Joan M. Roy, et al  
Grantee: Priscilla Field  
Date of Sale: 4/13/2001; recorded 4/16/2001  
Deed Recorded: Book 6394/Page 1653  
Deed Type: Quitclaim deed.  
Total Sale Price: \$10,000.  
Tax Stamps: \$150.  
Terms of Sale: Cash to the seller. No mortgage was recorded at time of sale.  
Cash Equivalent Sale Price: \$10,000.  
Sale Price per Square Foot: \$1.09/SF.  
Sale Price/Foot of River Frontage: \$66.67/LF.

Property Description:  
Land Size: 0.21 gross acres (or 9,100 SF) per the Assessor's property record card..  
Flood Plain: The entire lot is located in the 100-year flood plain.  
Zoning: "R-2" High Density Residential District.  
Road Frontage: 130 feet.  
River Frontage: 150± feet on the Piscataquog River.  
Shape: The site is irregular in shape.  
Topography: The majority of the site is level and at street grade. The north edge of the site slopes down to the river.  
Utilities: Municipal water and sewer. Public electricity and telephone.  
Easements/Encumbrances: An emergency water fill pipe appears to exist for the use by the fire department.  
Verified By: Grantee thru PA-34/Deed/City Records

### Comments:

This sale is of an unbuildable lot on the Piscataquog River. The site has no buildable area after deducting front and rear setback requirement as well as the shoreline Protection Act setback requirement. The lot is in the 100-year flood plain. It was purchased by a relative of an abutter for recreational purposes. The site is located on a calm section of the river near a dam. A Town official also indicated that there may be flaws in the title to the site. A prior owner had tried to sell off portions of the site without first obtaining subdivision approval. The town did not recognize these prior invalid deeds. This deed is for the entire site.



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### LAND SALE COMPARABLE NO. 3

Location/Address: West shore of the Merrimack River south of Technology Drive  
City: Bedford  
County: Hillsborough  
State: New Hampshire  
Map Reference: Tax Map 35/Lot 10

Grantor: 03110 New Hampshire Realty Trust  
Grantee: Faith Christian Center Inc.  
Date of Sale: 12/10/1999; recorded 1/4/00  
Deed Recorded: Book 6197/Page 1992  
Deed Type: Warranty deed.  
Total Sale Price: \$10,000 cash and a \$40,000 charitable contribution.  
Tax Stamps: \$150.  
Terms of Sale: See terms above.  
Cash Equivalent Sale Price: \$50,000 based on comments by the grantor.  
Sale Price per Square Foot: \$0.52/SF.  
Sale Price/Foot of River Frontage: \$54.35/LF.

#### Property Description:

Land Size: 2.2 gross acres per the Assessor's property record card..  
Flood Plain: A narrow strip along the river is located in the 100-year flood plain. The remainder of the site is located in the 500-year flood plain.

Zoning: "SI" Service Industrial District.

Road Frontage: None. The west side of the site borders the Boston & Main railroad line. The site has no vehicle access across the railroad tracks.

River Frontage: 920+ feet on the Merrimack River.

Shape: The site is irregular in shape.

Topography: Steep slopes along the river. An area near the railroad tracks has only slight to moderate slopes.

Utilities: None.

Easements/Encumbrances: None known.

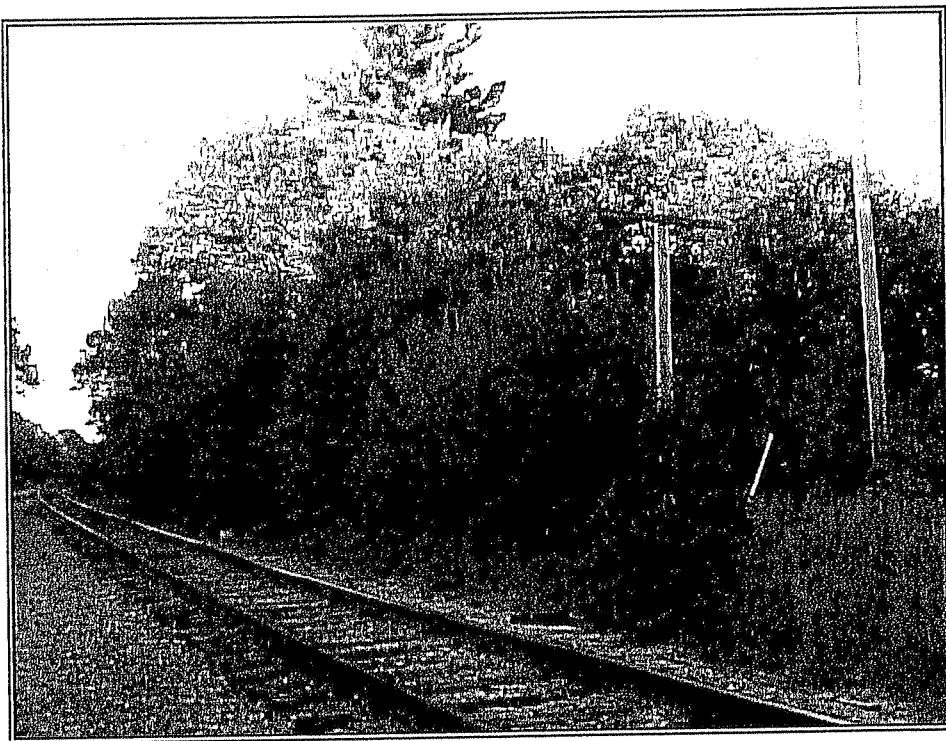
Verified By: Ryk Bullock for Grantor/Deed/PA-34/City Records

#### Comments:

This site is a strip of land between the Boston & Maine railroad tracks and the Merrimack River. The grantee owned a nearby church on the other side of the railroad tracks and purchased the site for recreational uses. The property was acquired on June 12, 2002 by the NHDOT along with the church property and another waterfront tract for the construction of the proposed access road between the Everett Turnpike and Manchester Airport. At the time of the 12/99 sale, there was no eagle's nest in this area. By the 6/02 sale, a bald eagle's nest had been created nearby and this tract was in the buffer zone.



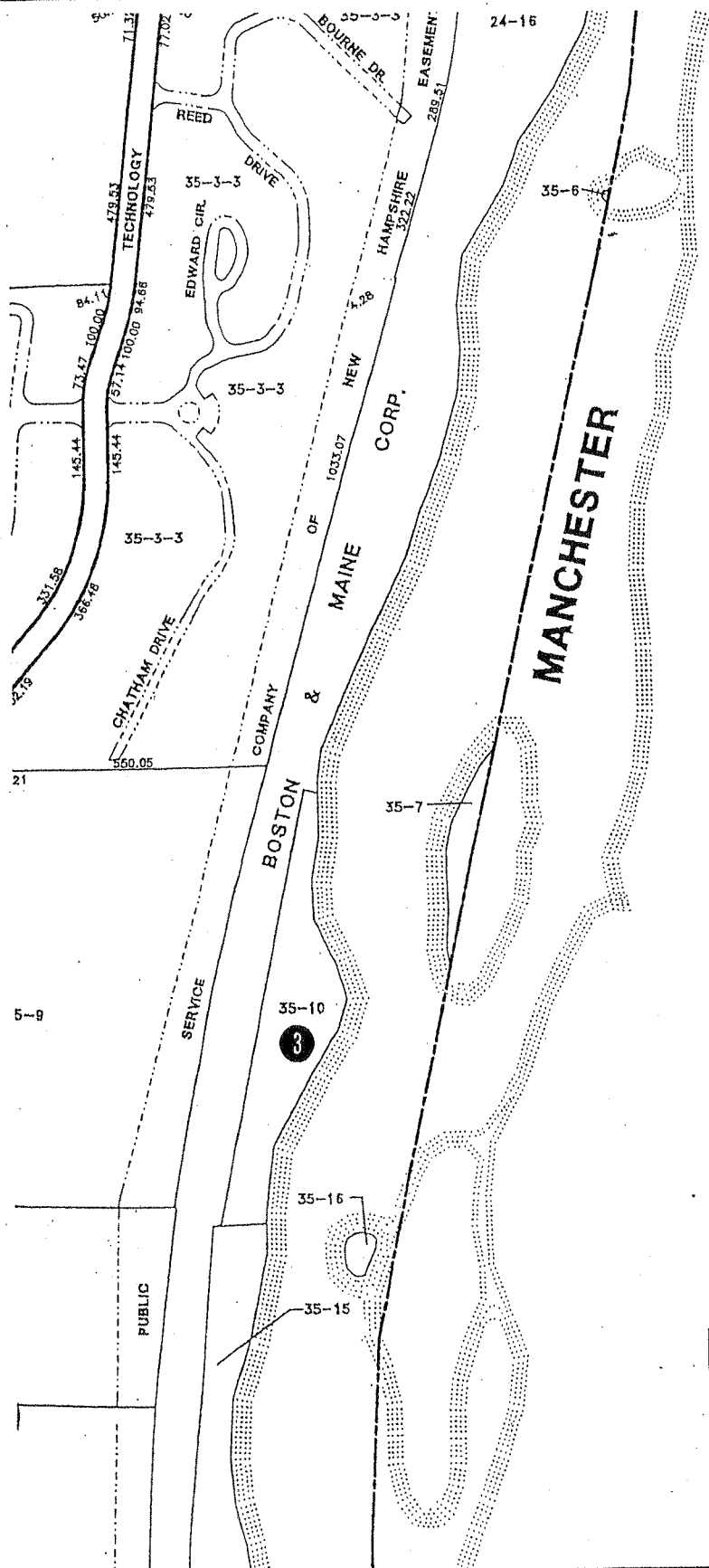
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Land Sale No. 3: Map 35/Lot 10, Bedford, NH.



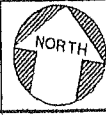
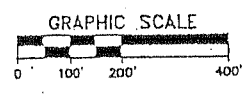
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LEGEND	LOT NO. 12-12	DIMENSIONS 121.45'
TOWN LINE	-----	
ROW - PUBLIC	-----	
ROW - PRIVATE	-----	
ROW - PAPER	-----	
LOTLINE	-----	
EASEMENT	-----	
BROOKS/STREAMS	~~~~~	
LAKE/RIVER	~~~~~	
FORMER LOT LINE	-----	
BUILDINGS/DRIVES	-----	UTL. POLE TO 0



TAX MAP  
SCALE: 1 INCH = 200 FEET  
JUNE 22, 2004  
DATE OF LATEST REVISION



25	24
34	
37	36

**35**



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## LAND SALE COMPARABLE NO. 4

Location/Address: West shore of the Merrimack River opposite the Boston & Maine railroad tracks from Somerville Drive  
City: Bedford  
County: Hillsborough  
State: New Hampshire  
Map Reference: Tax Map 36/Lot 8

Grantor: Starfire Realty Trust & TMB Realty Trust  
Grantee: Faith Christian Center Inc.  
Date of Sale: 12/22/1998; recorded 12/31/98  
Deed Recorded: Book 6047/Page 298  
Deed Type: Warranty deed.  
Total Sale Price: \$52,000.  
Tax Stamps: \$520.  
Terms of Sale: Cash to seller. No mortgage was recorded at time of sale.  
Cash Equivalent Sale Price: \$52,000.  
Sale Price per Square Foot: \$0.25/SF.  
Sale Price/Foot of River Frontage: \$47.27/LF.

### Property Description:

Land Size: 4.8 gross acres per the Assessor's property record card..  
Flood Plain: A narrow strip along the river is located in the 100-year flood plain. The remainder of the site is located in the 500-year flood plain.  
Zoning: "PZ" Performance Zone District.  
Road Frontage: None. The west side of the site borders the Boston & Main railroad line. The site has no vehicle access across the railroad tracks.  
River Frontage: 1,100± feet on the Merrimack River.  
Shape: The site is irregular in shape.  
Topography: Steep slopes along the river. A large level and cleared area is located near the railroad tracks.  
Utilities: None.  
Easements/Encumbrances: None known.  
Verified By: PA-34/Deed/City Records

### Comments:

This site is a strip of land between the Boston & Maine railroad tracks and the Merrimack River. The grantee owned a church on the other side of the railroad tracks and purchased the site for recreational uses. The property was acquired on June 12, 2002 by the NHDOT along with the church property and another waterfront tract for the construction of the proposed access road between the Everett Turnpike and Manchester Airport. At the time of the 12/99 sale, there was no eagle's nest in this area. By the 6/02 sale, a bald eagle's nest had been created nearby and this tract was in the buffer zone.

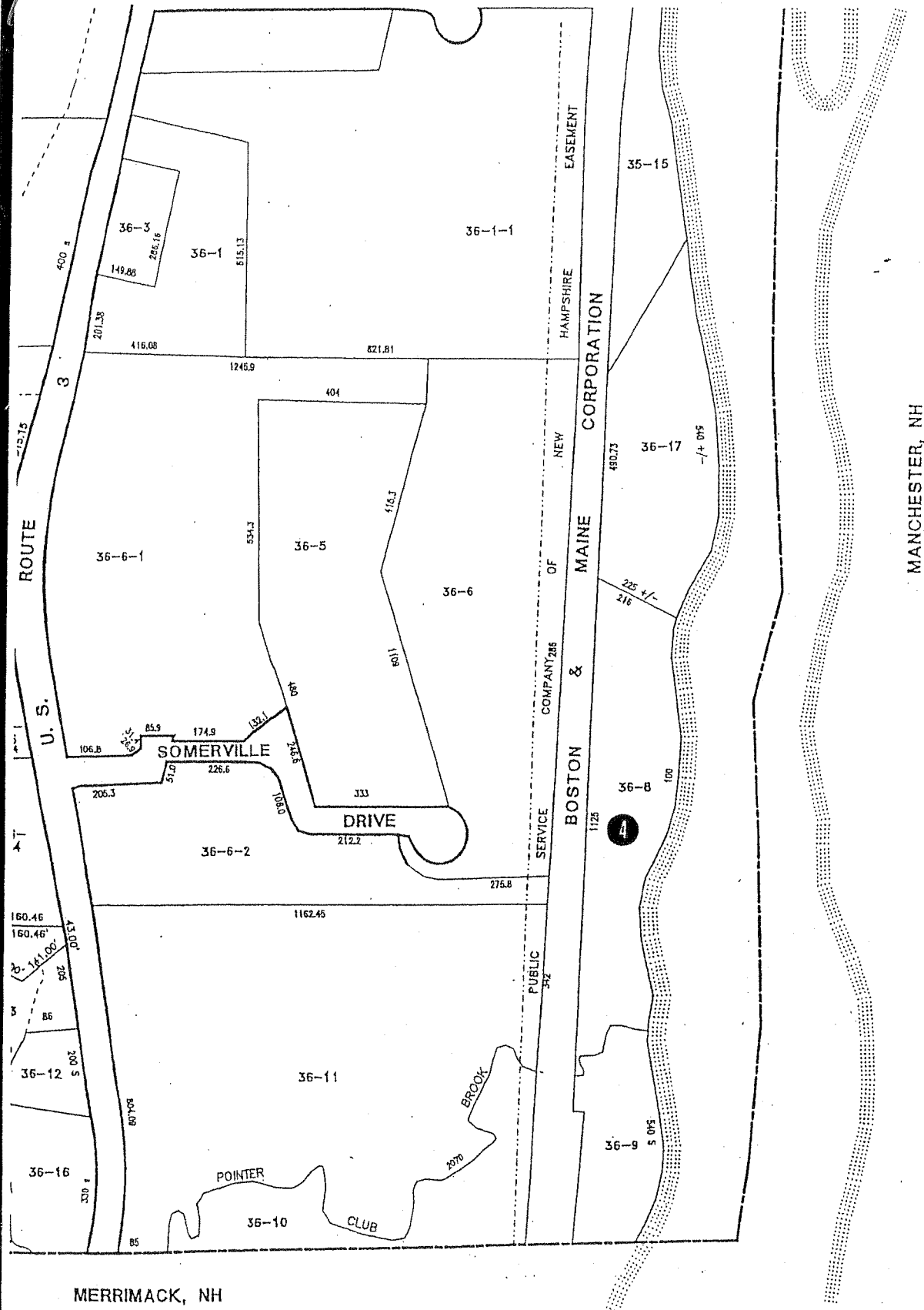




Land Sale No. 4: Map 36/Lot 8, Bedford, NH.

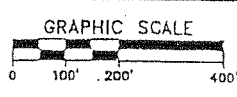


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**D. N. H.**

TAX MAP  
 SCALE: 1 INCH = 200 FEET  
 JUNE 22, 2004  
 DATE OF LATEST REVISION





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**PHOTOGRAPHS OF THE SUBJECT PROPERTY**



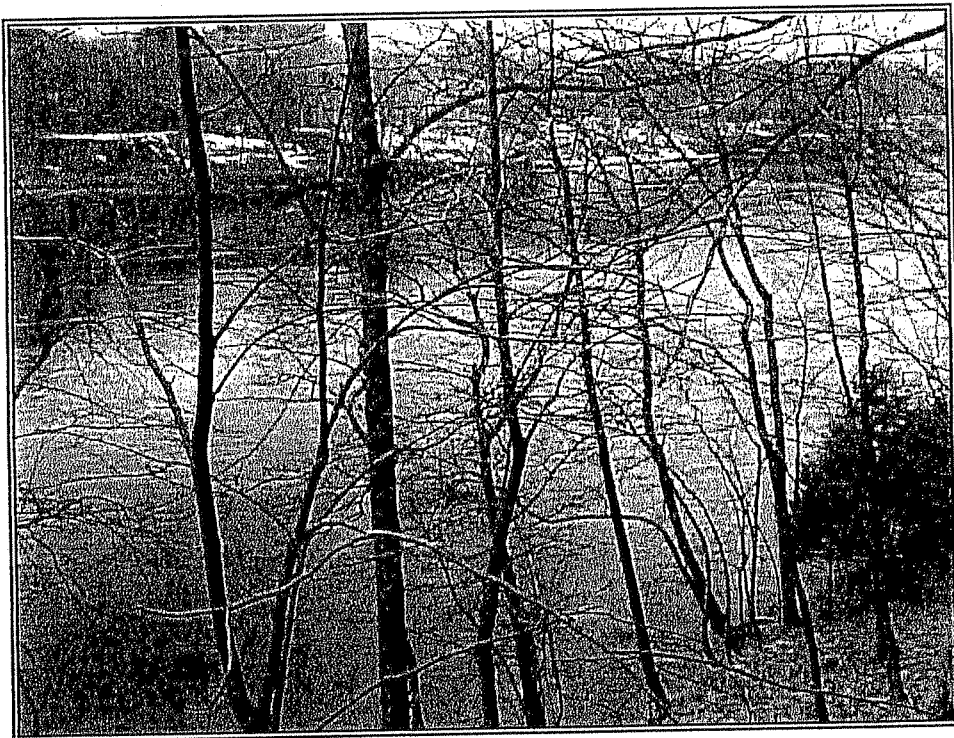


Typical street scene of Brown Avenue in front of the site.



View of the site with steep slopes down to the river.





View of the Merrimack River adjacent to the subject site.





# CITY OF MANCHESTER

## Manchester Economic Development Office



November 9, 2005

Honorable Board of Mayor and Aldermen  
C/o City Clerk  
One City Hall Plaza  
Manchester NH 03101

Honorable Members of the Board:

As you know, the Manchester School District has moved its headquarters from Ash Street School to the Millyards. In anticipation of the district returning the building to the City, discussions with Amoskeag Industries regarding the reuse of the property have been convened. The building was constructed by the City of Manchester. Reverter rights to the underlying land are held by Amoskeag Industries.

These discussions found that the highest and best use of this visible property along Bridge Street, a gateway arterial on the edge of the Downtown District, would be a landscaped, historic headquarters office facility. It was recommended that covenants requiring that the historic structure and grounds be enhanced and preserved be established. There appears to be private interest in this property for this use. To accomplish this purpose, the property could be marketed and sold competitively with the proceeds shared by the City of Manchester and Amoskeag Industries in accordance with their respective interest in the property. To this end, Amoskeag Industries is securing an appraisal for the parcel.

Further, it was suggested that the Manchester Development Corporation (MDC) might be equipped to market the property for private purchase and restoration and the MDC Board expressed an interest in doing so if requested by the Board of Mayor and Alderman (BMA). To date, the city has not received notice from the School District turning the building over to the City. We will keep the BMA apprised of actions and await the BMA's direction with regard to re-use of this property.

Sincerely,

Paul J. Borek  
Director





# CITY OF MANCHESTER

## Planning and Community Development

Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Milliard Design Review Committee

November 7, 2005

Honorable Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: Police and Fire Computer Aided Dispatch*

Honorable Board Members:

The Information Systems Department is working with both the Fire and Police Departments to implement a new Computer Aided Dispatch and Record Management System (CAD/RMS). The two final vendors for the project are both in the range of \$1,700,000. This is approximately \$380,000 more than is currently available.

Although this issue would normally proceed to the CIP committee, decisions will be required prior to the next CIP committee meeting. Alderman O'Neil has indicated a desire to keep the project on track and to fund the project over a two-year period.

In order to keep the project moving and not jeopardize a major grant for this purpose it would be advisable for the Board to approve a contract for the system. Approving the contract would bind the Board to the balance of funding which would come out of the FY07 CIP program. It is expected that the contract would be available for the Board at your December 6 meeting.

If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning & Community Development

C: Chief Jaskolka  
Chief Kane  
Diane Prew



21

# City of Manchester New Hampshire

*In the year Two Thousand and Five*

## A RESOLUTION

“Amending the FY2006 Community Improvement Programs, transferring, authorizing and appropriating funds in the amount of One Hundred Seventy Five Thousand Dollars (\$175,000) for FY2006 CIP 612506 Energy Efficiency Improvement Project.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2006 CIP as contained in the 2006 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen desires to provide funding to low-income City residents to effect energy efficiency improvements and/or weatherize their homes/apartments thereby reducing energy costs and;

NOW, THEREFORE, be it resolved that the 2006 CIP be amended as follows:

**By adding:**

FY2006 CIP 612506 Energy Efficiency Improvement Project - \$175,000

**By decreasing:**

Affordable Housing Trust Fund - \$175,000

Resolved, that this Resolution shall take effect upon its passage.



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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully recommends, after due and careful consideration, that the proposed Short Term Municipal/County Cleaner Manchester Project be approved.

(Unanimous vote)

Respectfully submitted,

*L. N. Beaman*

Clerk of Committee

IN BOARD OF MAYOR & ALDERMEN

DATE: Oct. 18, 2005

ON MOTION OF ALD. Lopez

SECONDED BY ALD. Smith

VOTED TO table.

*[Signature]*  
CITY CLERK  
*[Signature]*





# CITY OF MANCHESTER Board of Aldermen

10/11/05 Improving  
short-term project.



October 4, 2005

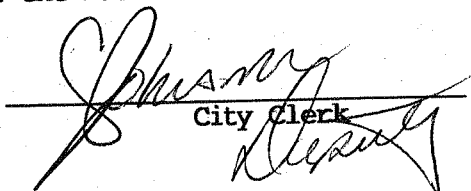
October 4, 2005.

In Board of Mayor and Aldermen.

The Honorable  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

On motion of Alderman Lopez, duly  
seconded by Alderman Porter, it was  
voted to authorize \$1,000 from  
Contingency at the next Board meeting  
and refer the matter to the Committee  
on CIP.

Re Proposed Municipal/County Clean up project

  
City Clerk

Dear Colleagues:

I am writing for your support on a proposed County/City project that would benefit Manchester and alleviate some of the criticizing of our Highway and Parks Departments administration and employees.

Many times over the years we have heard "Why doesn't the City use County prisoners to do some work in Manchester?" Working with Hillsborough County Commissioner, Toni Pappas, Hillsborough County Department of Corrections Superintendent, James O'Mara, and our Public Works Director, Frank Thomas, I believe we have a proposal that would greatly benefit the City at a minimal cost, utilizing prisoners who are residing at the County facility in Manchester.

I am asking the Board of Mayor and Aldermen to endorse the project and fund \$1,000 from Contingency to a Special Account to put the project forward in the immediate future. I am also asking that the Board refer the proposal to the Committee on Community Improvement for consideration of fully funding the project after the first of the year for spring implementation.

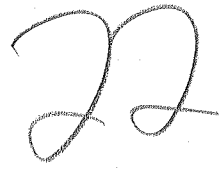
Enclosed with the proposal are letters of endorsement from Toni Pappas, Mr. James O'Mara and Frank Thomas, along with a communication from Mike Rockwell representing the Union's position on the matter.

Sincerely,

  
Mike Lopez  
Alderman-at-Large



Board of Mayor and Aldermen  
October 4, 2005  
Page 2



C: Toni Pappas, Hillsborough County Commissioner  
James O'Mara, Superintendent HCHOC  
David Hodgen, Chief Negotiator  
Ron Ludwig, Director Parks & Recreation  
Mike Rockwell, Union Representative (c/o Highway)  
Frank Thomas, Public Works Director



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## MUNICIPAL/COUNTY CLEANER MANCHESTER PROJECT (PROPOSED)

Problem to be addressed:

Area's in Manchester that are not currently being maintained because of lack of manpower and priority issues. There are weeds (in some cases two feet tall), cigarette butts, and other disposed litter in median areas which is not acceptable to the City.

Background:

1. In June of this year Mike Rockwell, Union Representative; David Hodgen, Chief Negotiator; Frank Thomas, Public Works Director; and Alderman Lopez met to see if the City could have some work done by prisoners without any problems from the Union. Mike Rockwell said he didn't see any problems with the proposal, but whatever we do he would like to sign off on the projects before we use the prisoners.  
(See Appendix A; letter dated June 7, 2005; David Hodgen to Michael Rockwell)
2. July 22, 2005 a letter was sent to James O'Mara, Superintendent, Department of Corrections from David Hodgen.  
(See Appendix B)
3. September 15, 2005 a meeting was held with the Department of Corrections. In attendance were Kevin Sheppard and Steve Tierney of the Highway Department, Alderman Lopez, Superintendent James O'Mara and Captain David M. Dionne of the Department of Corrections. The purpose was to talk about prisoners working to clean up areas in Manchester needing attention. In conclusion Superintendent O'Mara said that he could help us on the following conditions:
  - A list of areas that the City would like them to work on and what has to be done.
  - City must provide the tools for prisoners to work with.
  - City must provide the workers with a lunch.
  - A truck with flashing lights to protect prisoners while working on the island must be provided (at the same time they could put the trash in the truck).
  - The County Department of Corrections would be responsible to provide the supervision for the prisoners.



4. It was agreed that the areas needing attention are those median right of ways when you come into the City filled with weeds and cigarettes and also cutting brush in areas that have overgrown brush.  
(See Appendix C, letter from Mike Rockwell, dated September 19, 2005 approving use of prison labor to perform these tasks).

5. Superintendent O'Mara has said they may be able to help this year because they sometimes get cancellations from other communities. In these instances he is willing to call Highway and work out details with them on a short notice

Short Term Project Recommendation

1. That the City, Union and County join as partners in this project for a cleaner Manchester as previously outlined.
2. In the short term Highway work out arrangements with Superintendent O'Mara and if the County has cancellations they will call the Highway Department who will provide the truck with flashing lights, tools to work with and lunch for the prisoners.
3. The Board of Mayor and Aldermen approve funding \$1,000 in a special account for the purpose of providing lunch as required by the County. It is anticipated that the cost would approximate \$25.00 to \$50.00 per day (eg. hamburgers, fries and soda) for the crew.
4. The recommendation anticipates a workforce of 4 or 5 prisoners working about six hours a day to clean areas that the City can't get to because of manpower and other priorities.

Long Term Project Recommendation:

1. That the Board of Mayor and Aldermen appropriate funding for a full daily program beginning in the spring of 2006, providing for the supervisor, at approximately \$30,000 plus lunches for the crew provided by the Hillsborough County Department of Corrections. This long range plan requires support and approval of the Hillsborough County Board of Commissioners, Executive Committee and Delegation.
2. That the Highway Department, working with Parks and Recreation and the Department of Corrections, make arrangements as may be necessary to carry out the project; and that the program include only those services previously described and accepted by the Union. Anything beyond the scope stated is to receive written write off by the appropriate Union authority.



COPY



**CITY OF MANCHESTER**  
*Chief Negotiator / Labor Contract Administrator*

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6532 • Fax: (603) 624-6528



June 7, 2005

Michael Rockwell, President  
AFSCME, Local 298  
92 Wilson Street  
Manchester, N.H. 03103

Re: Use of Hillsborough County Prisoners

Dear Michael:

This letter serves to confirm our conversations regarding the use of Hillsborough County prisoners to do work for the Manchester Department of Public Works in the streets and adjacent property in Manchester. As you know, the Department of Public Works provided you with a list of projects, without prejudice, for work that is not customarily performed by bargaining unit members. You have indicated that AFSCME will not oppose this work, but at the same time you reserve the right to review any new projects which are added to the list in the future.

Thank you for your assistance in this matter. Please contact me if you have any questions or concerns.

Sincerely,

*David A. Hodgen*

David A. Hodgen  
Chief Negotiator

DAH:jac

Cc: Alderman Michael Lopez  
Frank Thomas, P.E.  
Stephen Tierney





**CITY OF MANCHESTER**  
*Chief Negotiator / Labor Contract Administrator*

One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6532 • Fax: (603) 624-6528

July 22, 2005



James O'Mara, Superintendent  
Hillsborough County Department of Corrections  
445 Willow Street  
Manchester, NH 03103

Re: County Prisoners/Manchester Highway Department

Dear Mr. O'Mara:

As you know, the City of Manchester, through Alderman Michael Lopez, has been exploring the use of county prisoners by the Manchester Highway Department. In order to avoid any adverse publicity and to promote good labor relations, we have discussed the proposed work with Union President Michael Rockwell. Mr. Rockwell has pledged that the Union will not oppose the project. I have enclosed a copy of my letter of June 7, 2005 to Michael Rockwell which confirms the earlier conversations and commitments.

We are grateful that the Department of Corrections has considered the approval of this project. We would be pleased to meet with you and/or your staff to make the final arrangements if that is appropriate.

Thank you for your consideration in this matter. Please contact me if I may be of assistance in any way.

Sincerely,

*David A. Hodgen*

David A. Hodgen  
Chief Negotiator

Enclosure:

Cc: Alderman Michael Lopez ✓  
Frank Thomas, P.E.  
Stephen Tierney

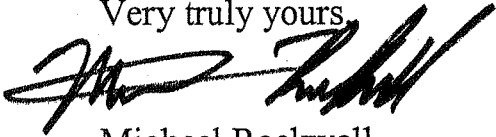


22  
September 19, 2005

To Whom It May Concern:

I Michael Rockwell, President of Local 298, AFSCME, AFL-CIO, Union, finds the proposed use of prison labor to perform sweeping of sidewalks and median areas, litter clean-up and/or the cutting of brush in right-of-ways acceptable. Any additional work other than what I have previously noted must have my prior approval.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael Rockwell", written over a horizontal line.

Michael Rockwell,  
President, Local 298, ASCME





**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

22  
**Commission**  
Edward J. Boleski  
- Chairman  
Henry R. Bourgeois  
William F. Kelley  
Michael W. Lowry  
William A. Varkas

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

October 4, 2005  
#05-095

The Honorable Board of Mayor and Aldermen  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Attn:** Leo R. Bernier, City Clerk

**Re:** *Proposed Municipal/County Clean-Up Program*

Dear Alderman:

The Highway Department supports Alderman Lopez's proposal to utilize prison labor to provide maintenance services to the City that is not currently performed by City forces. We are willing to provide this fall and spring tools, a truck with a flasher and a driver to support this operation. We will also do our best to provide these same levels of support services if and when the prison labor service goes full time. However, at sometime in the future, we may have to look at adding to our fleet and staff (pick-up and driver). Lastly, our support will continue as long as we feel the services that are being provided benefit the City over and above the commitment of our resources.

I will be available to answer any questions you may have on this matter.

Very truly yours,

Frank C. Thomas, P.E.  
Public Works Director

/c



22

# The County of Hillsborough New Hampshire

Board of Commissioners

Rhona M. Charbonneau, Chairman  
District 2

Carol H. Holden, Vice Chairman  
District 3

Toni H. Pappas, Clerk  
District 1

County Treasurer  
David G. Fredette



329 Mast Rd.  
Suite 120

Goffstown, NH  
03045

Telephone  
(603) 627-5602

Facsimile  
(603) 627-5603

October 13, 2005

The Honorable  
Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Dear Mayor Baines and Aldermen,

I am writing to endorse a County/City project to have Hillsborough County prisoners clean up areas in Manchester needing attention. I am pleased that Manchester is considering this proposal. I think that if the County, City and Union join as partners, we will have a cleaner Manchester at a minimal cost to the taxpayer.

Please contact me or Superintendent James O Mara, Hillsborough County House of Corrections, if you have questions or concerns. We look forward to working with you and hope you will support this plan to help maintain areas of our city through the use of prisoners.

Yours truly,

A handwritten signature in cursive script that reads "Toni Pappas".

Toni Pappas  
Commissioner  
District One